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## Overview

This article walks through the steps to access your **Trail Blazer** database on a **Mac** via the free **Microsoft Remote Desktop 10** app. It also goes through the steps to **map** your local Mac **directories** (which allows you to perform tasks like importing / exporting spreadsheets, and to upload images from your Mac into TB). This article also shows how to **map** your local **printers**, and provides some best practices for logging into and out of your remote desktop connection.

**Note:** It's advised that you utilize **Microsoft Remote Desktop 10** for RDP if your Mac is running OS X 10.11 or later. *If you're running on an older version of Mac OS, you can instead utilize [Microsoft Remote Desktop 8](#).*

 **Tip:** Utilizing a mouse with a right/left click button will make your life a lot easier when accessing **Trail Blazer** on a Mac. For instance, it will make **copying-and-pasting** a lot easier by making providing access the context menu in the software with the right-mouse button.

## Outline

- #1 Download Microsoft Remote Desktop 10 on the Mac App Store
- #2 Configure Microsoft Remote Desktop 10 for Access to your Trail Blazer Account
- #3 Configuring your Connection for Access to your Local Printers and Directories (for Importing / Exporting Images and Spreadsheets)
- #4 Logging In and Out of your Remote Desktop, Printing, and Exporting
- #5 Related Resources

## #1 – Download Microsoft Remote Desktop 10 on the Mac App Store

Navigate to the Apple App Store on your Mac.

Search for the keywords “Microsoft Remote Desktop 10”.

Navigation bar with icons for: Featured, Top Charts, Categories, Purchased, Updates. Search bar containing "oft remote desktop 10".

Search Results for "microsoft remote desktop 10"

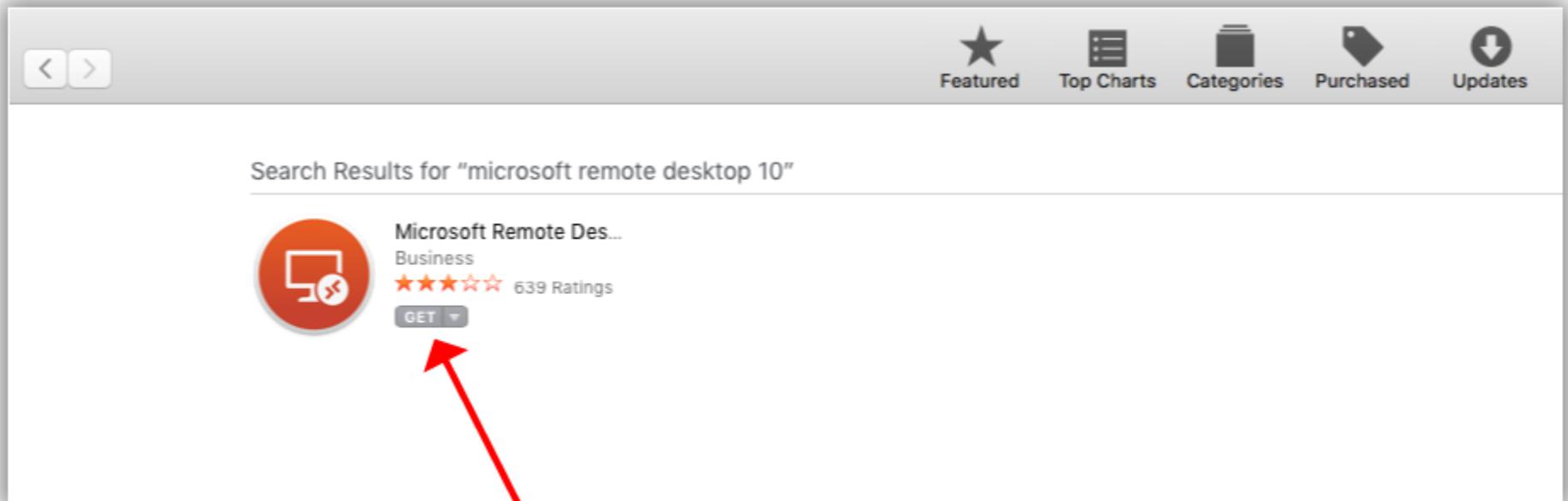
Sort By: Relevanc

Suggestions  
microsoft remote desktop 10

 **Microsoft Remote Des...**  
Business  
★★★★☆ 639 Ratings  
GET



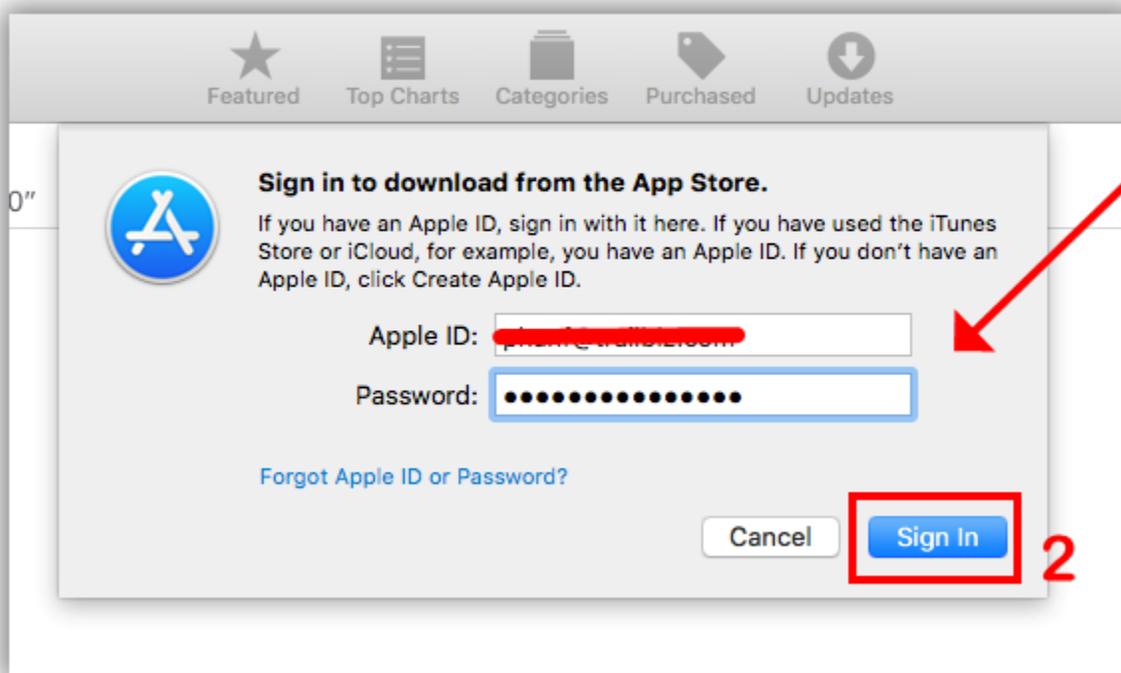
Click the **[GET]** button.



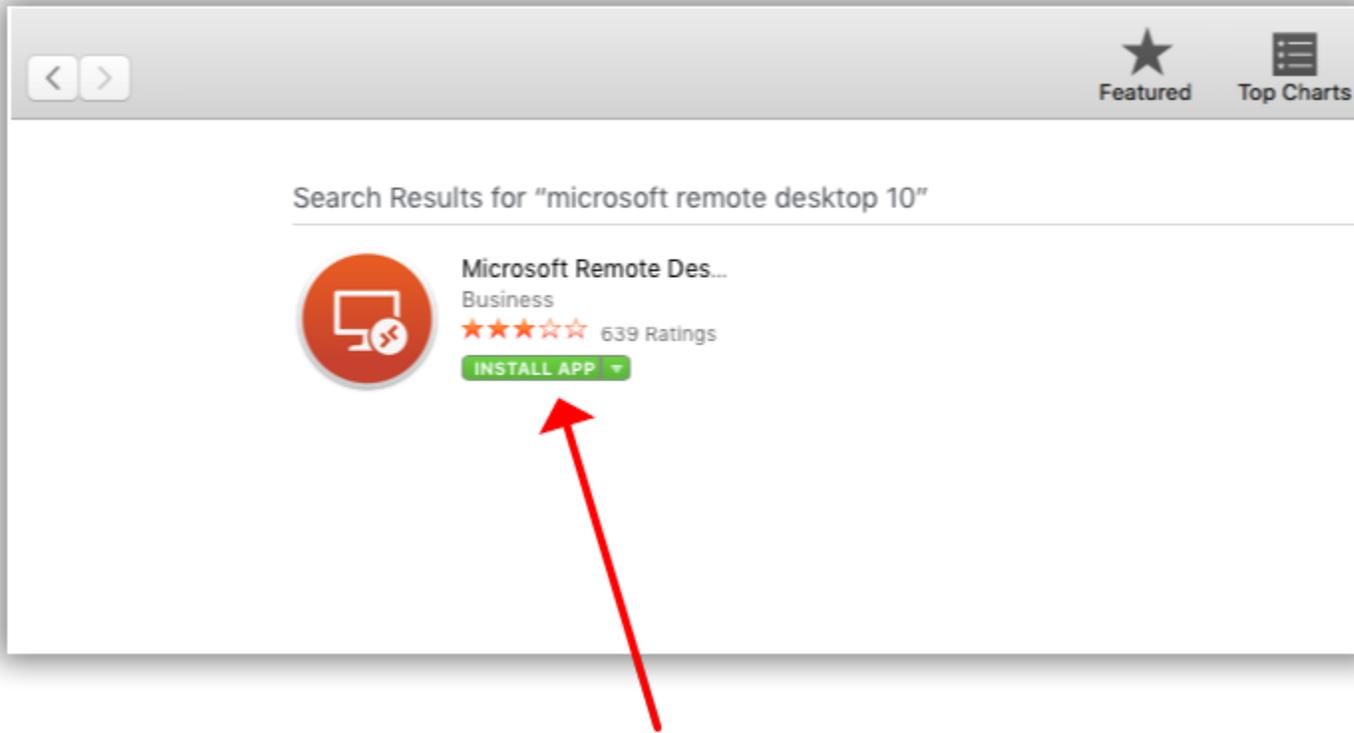
**click [GET]**

Enter your Apple ID username, password, and click **[Sign in]**. *My example is below.*

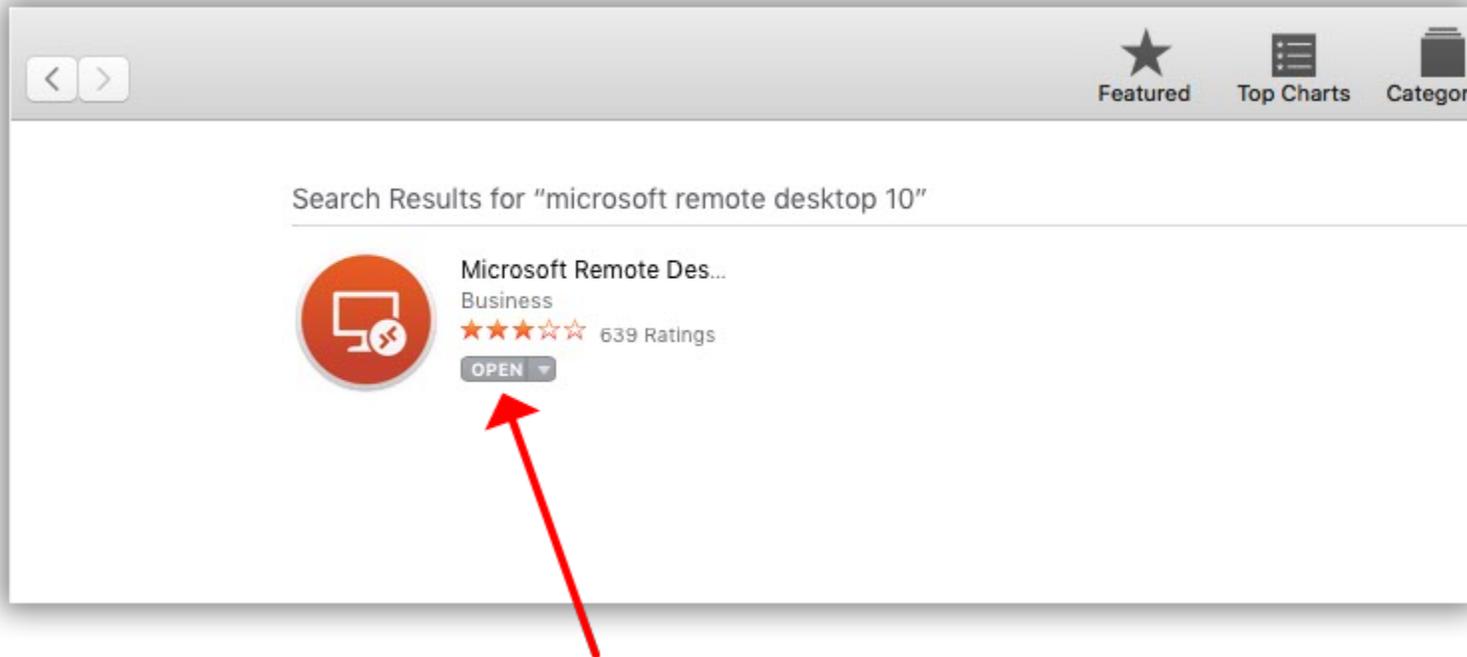
## 1. Enter your Apple ID username and password.



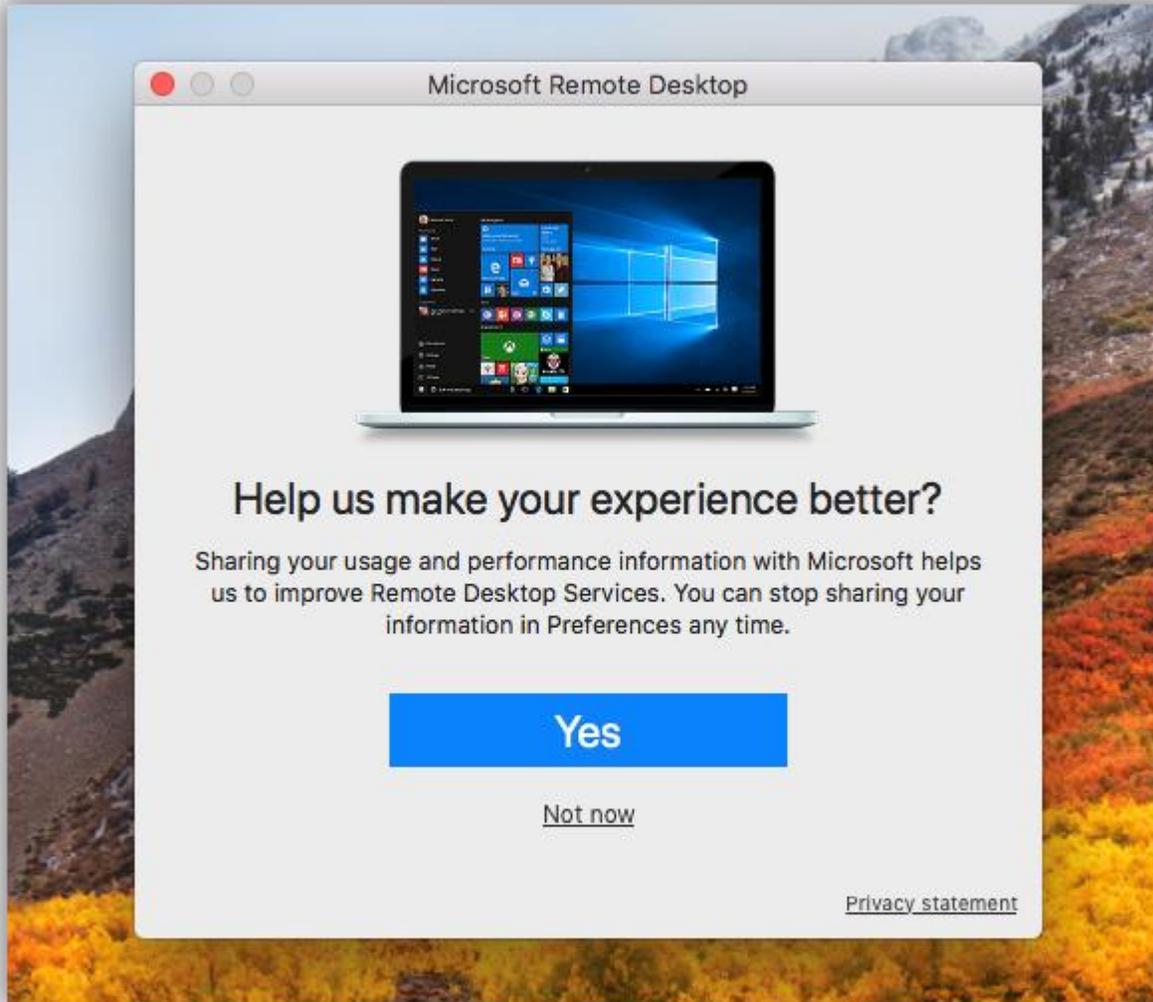
After you've entered your Apple ID credentials you can click **[INSTALL APP]**.



Once the download and install is complete, click the **[OPEN]** button.



You'll *likely* be prompted with a message asking if you want to provide feedback to Microsoft during the usage of their application. Click 'Yes' or 'Not now', depending on your preference.



**select 'yes' or 'not now'**  
depending on your preference

At this point the main configuration screen of the Remote Desktop will open, and the orange application icon will appear in your “dock”. In order to make it easier for quick access to your Trail Blazer database in the future, it’s good idea to “**pin**” the application to your dock. You can do this by **right-clicking** on the application icon.



**right-click on the application icon**

And then select **Options > Keep in Dock**.

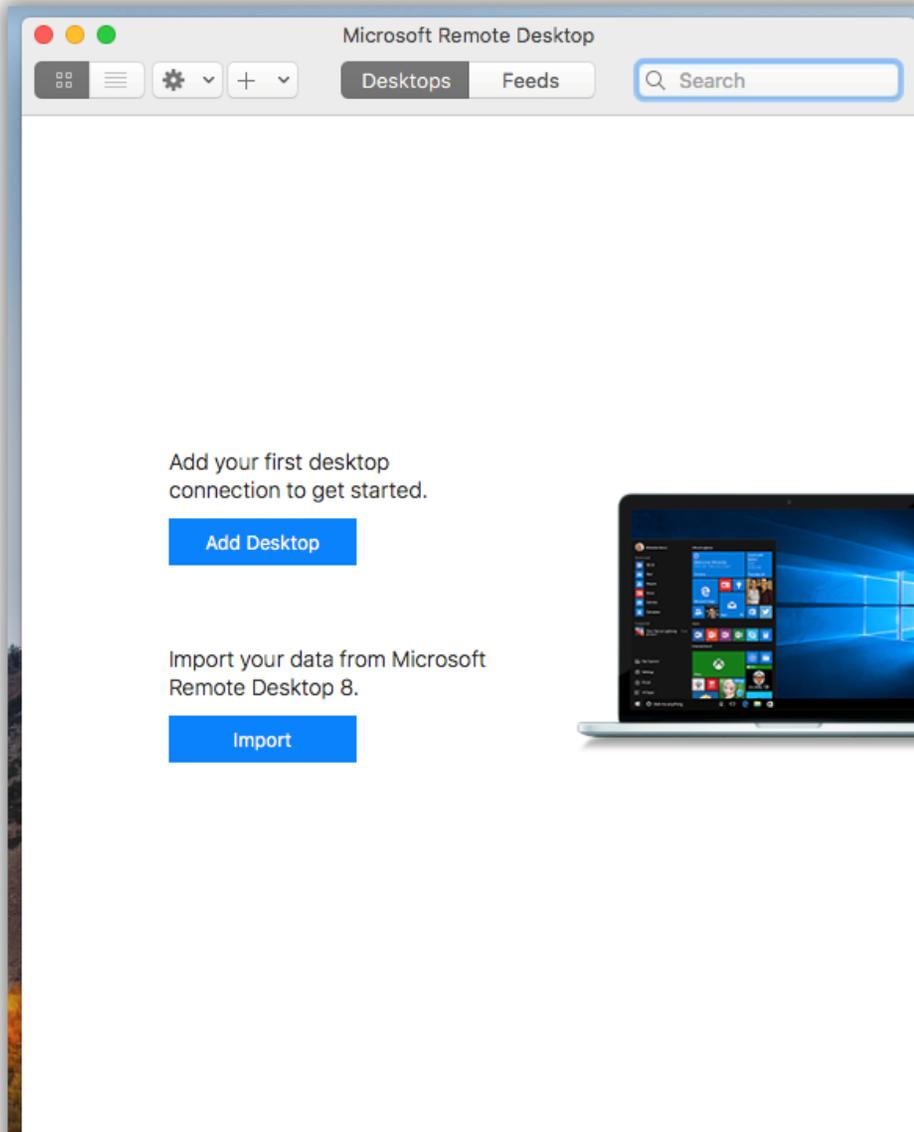


**Section #2** covers how to configure the Microsoft Remote Desktop for access to your **Trail Blazer** database.

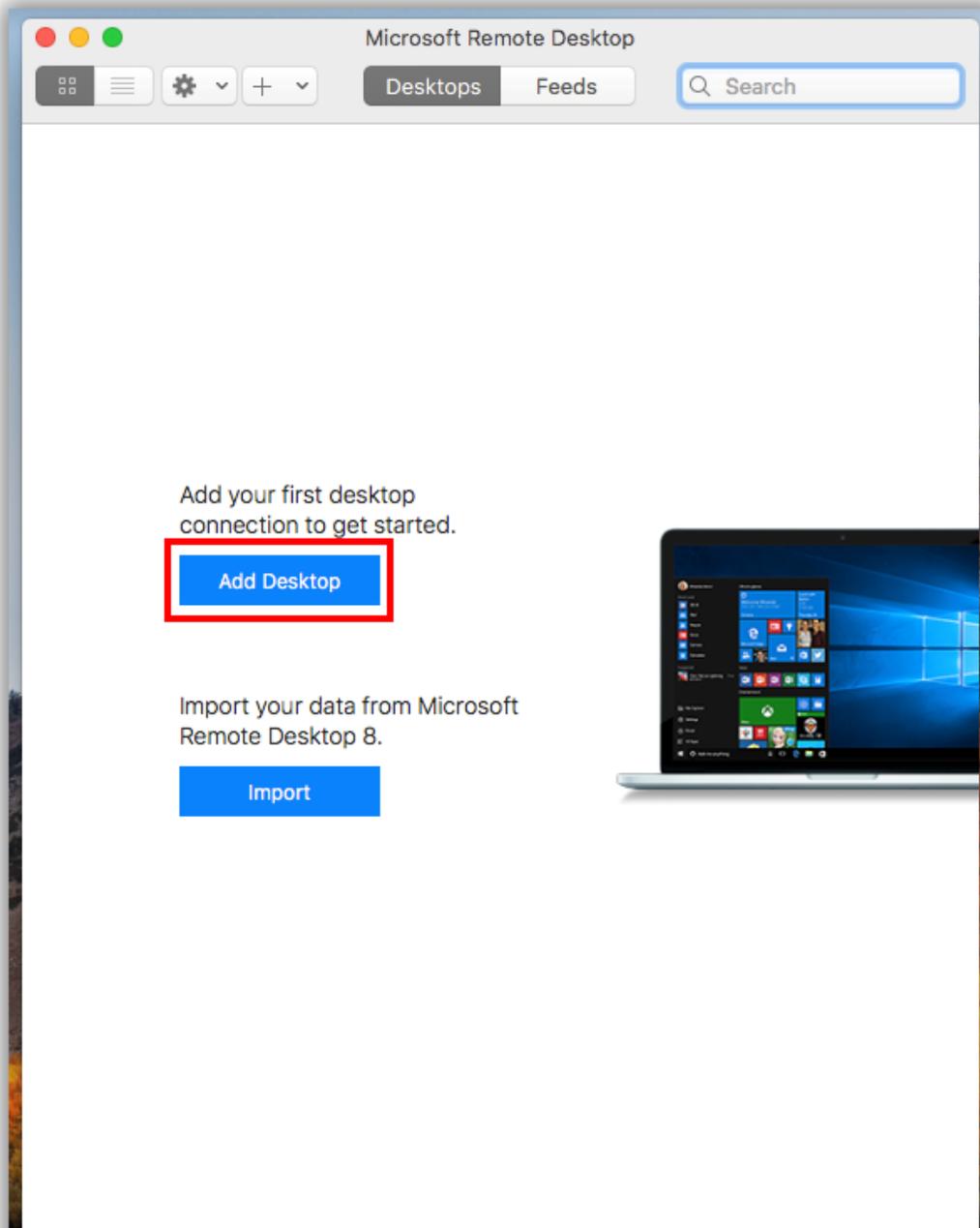
## #2 – Configure Microsoft Remote Desktop 10 for Access to your Trail Blazer Account

After completing the steps in **Section #1** to download, install, and launch the Microsoft Remote Desktop 10 application, you'll be brought to the main configuration screen (shown below).

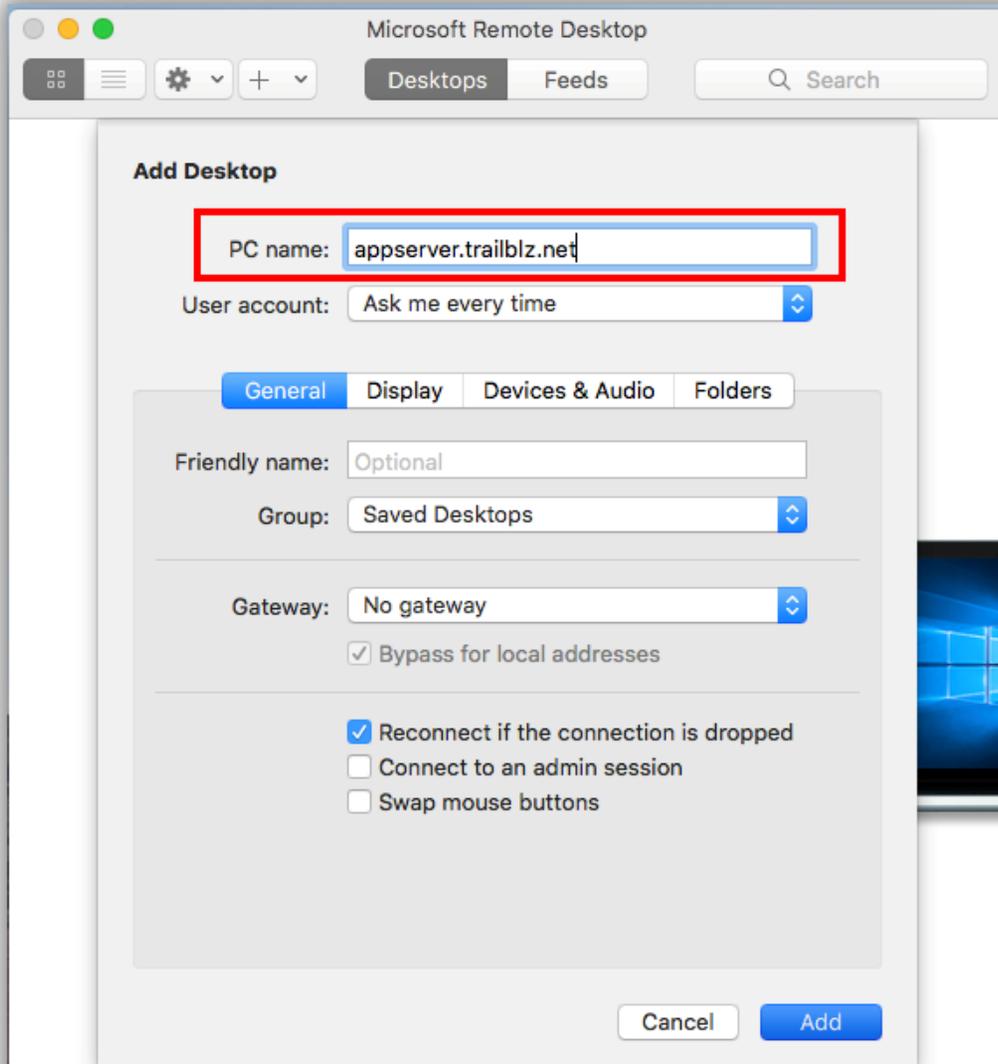
## main landing page of the microsoft remote desktop 10



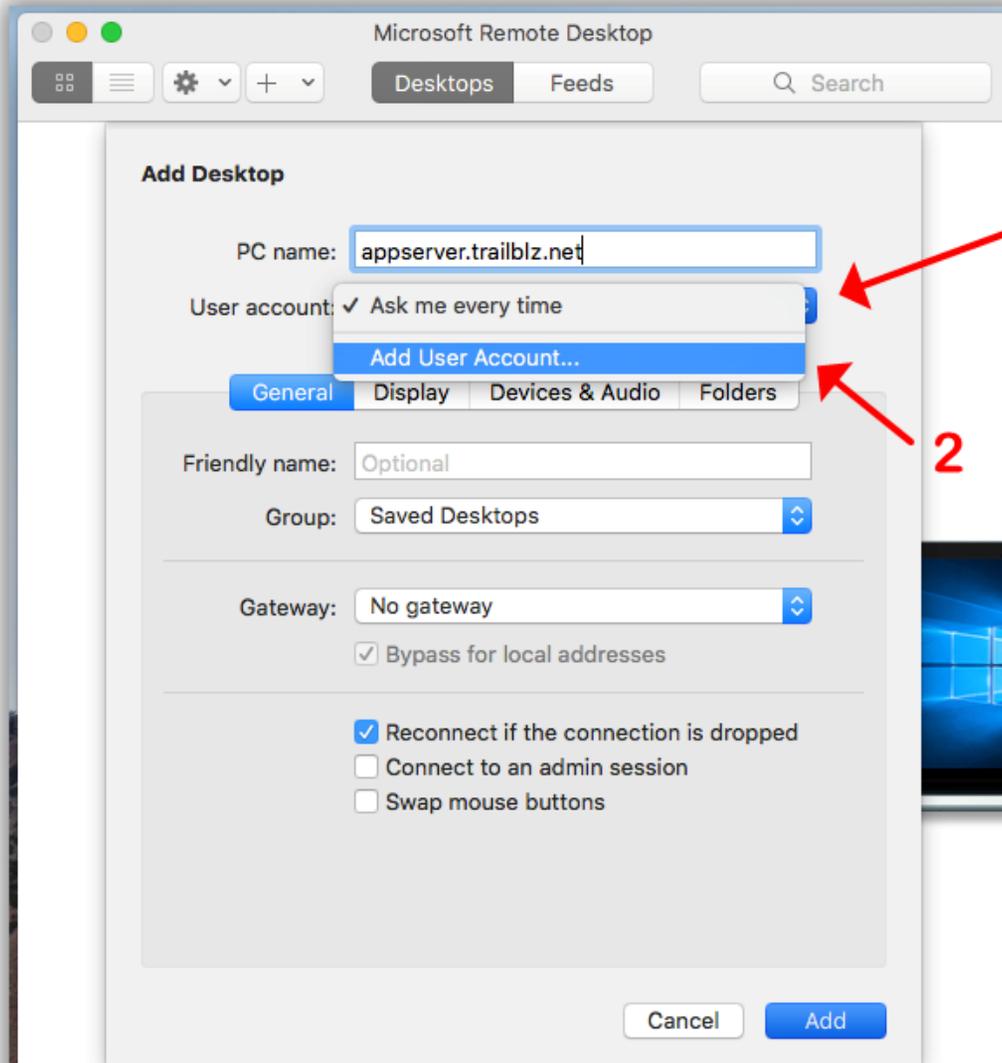
Click **[Add Desktop]** to begin creating a connection to your organization's **Trail Blazer** remote desktop.



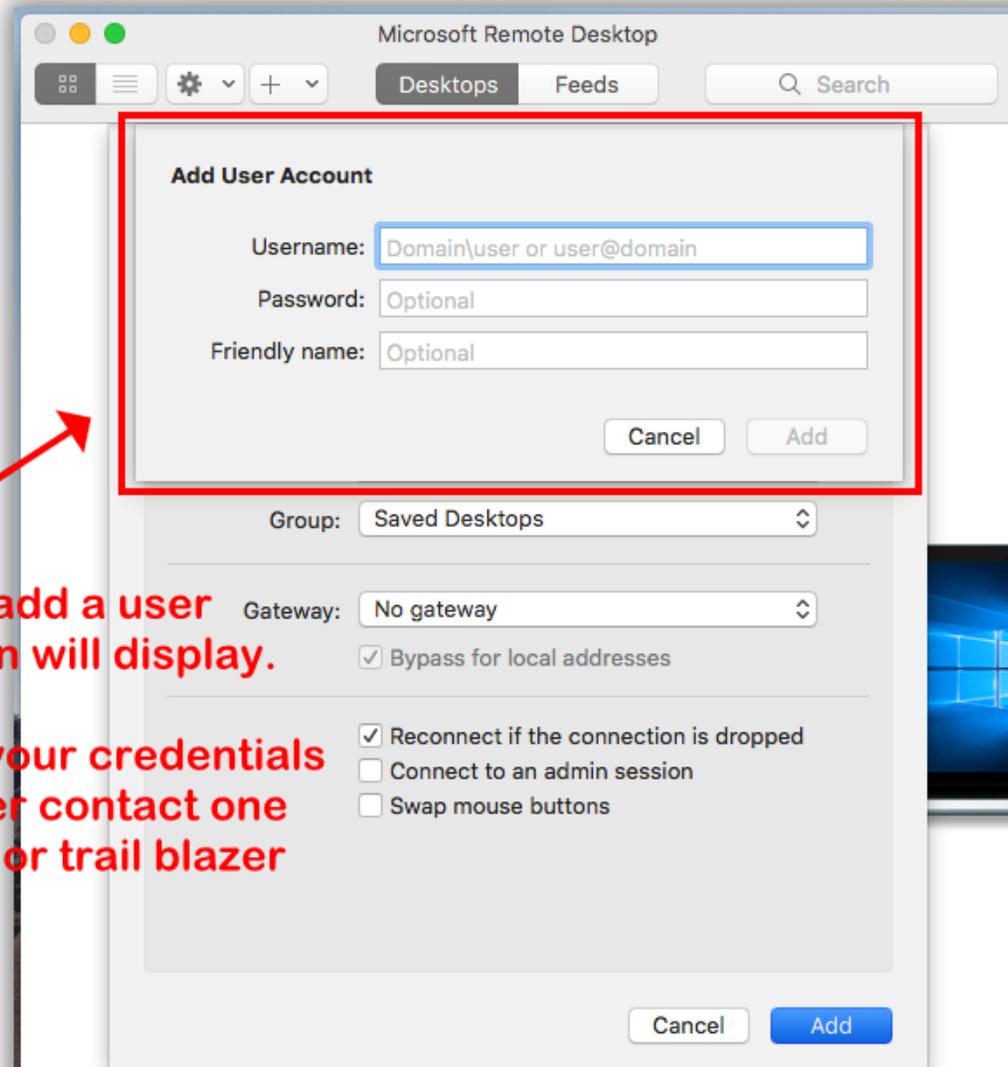
Enter the **PC name**: appserver.trailblz.net



Next you'll want to click on the **User account** drop-down and select **Add User Account...**



*(if you don't add a user account you will need to enter your credentials every time you connect)*



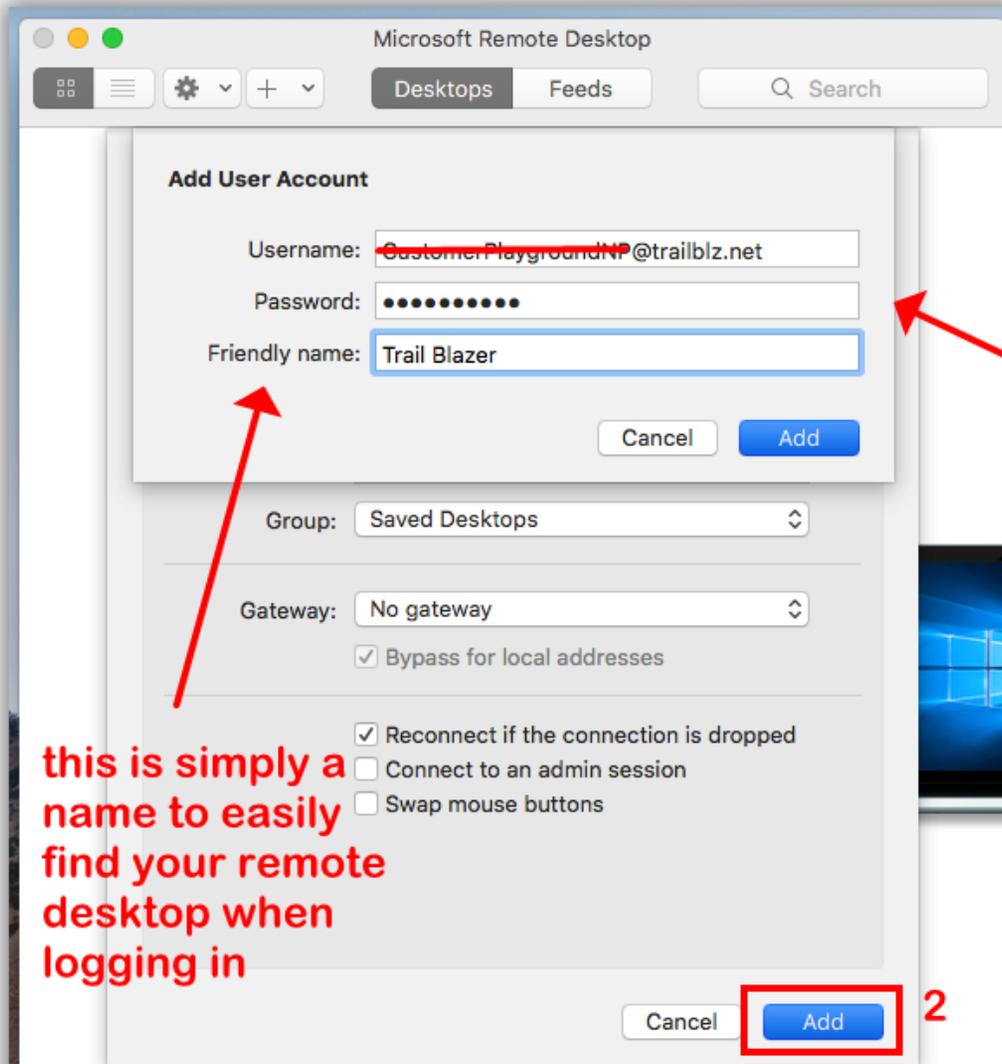
**After selecting to add a user account, this screen will display.**

**If you don't know your credentials you'll want to either contact one of your db admins or trail blazer tech support).**

**Note:** if you don't know your RDP credentials you'll want to request them from one of your db admins or **Trail Blazer** tech support.

Enter your **Username**, **Password**, a **Friendly name**, and then click the **[Add]** button. *These credentials are shared by all users at your organization that access TB this way. A "friendly name" is simply and easy way to find your desktop connection when logging in.*

(my example is below)

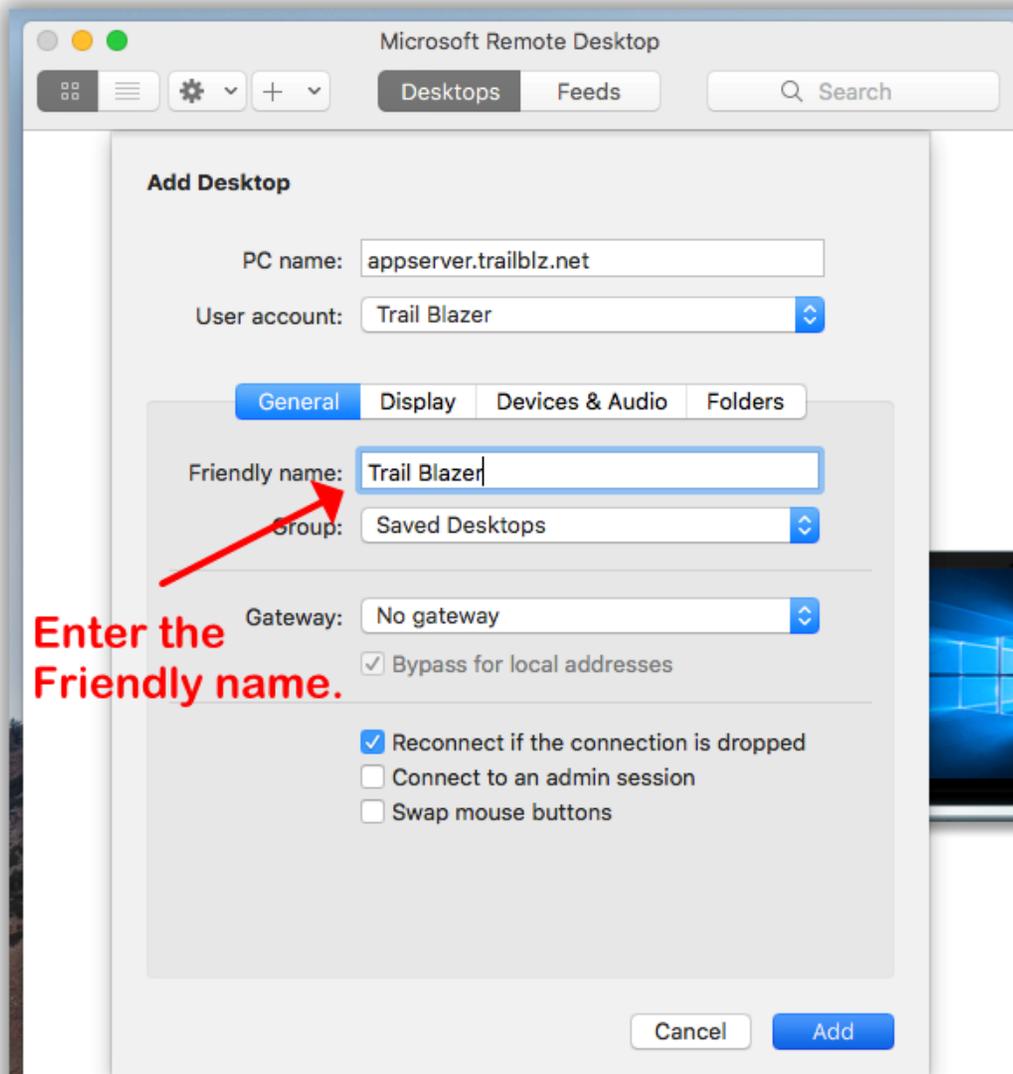


(example rdp credentials)

1) Enter your Username, Password, and a "friendly name".

this is simply a name to easily find your remote desktop when logging in

After adding your user account, you'll likely have to enter the **Friendly name** a second time on the main RDP configuration screen. *My example is below.*



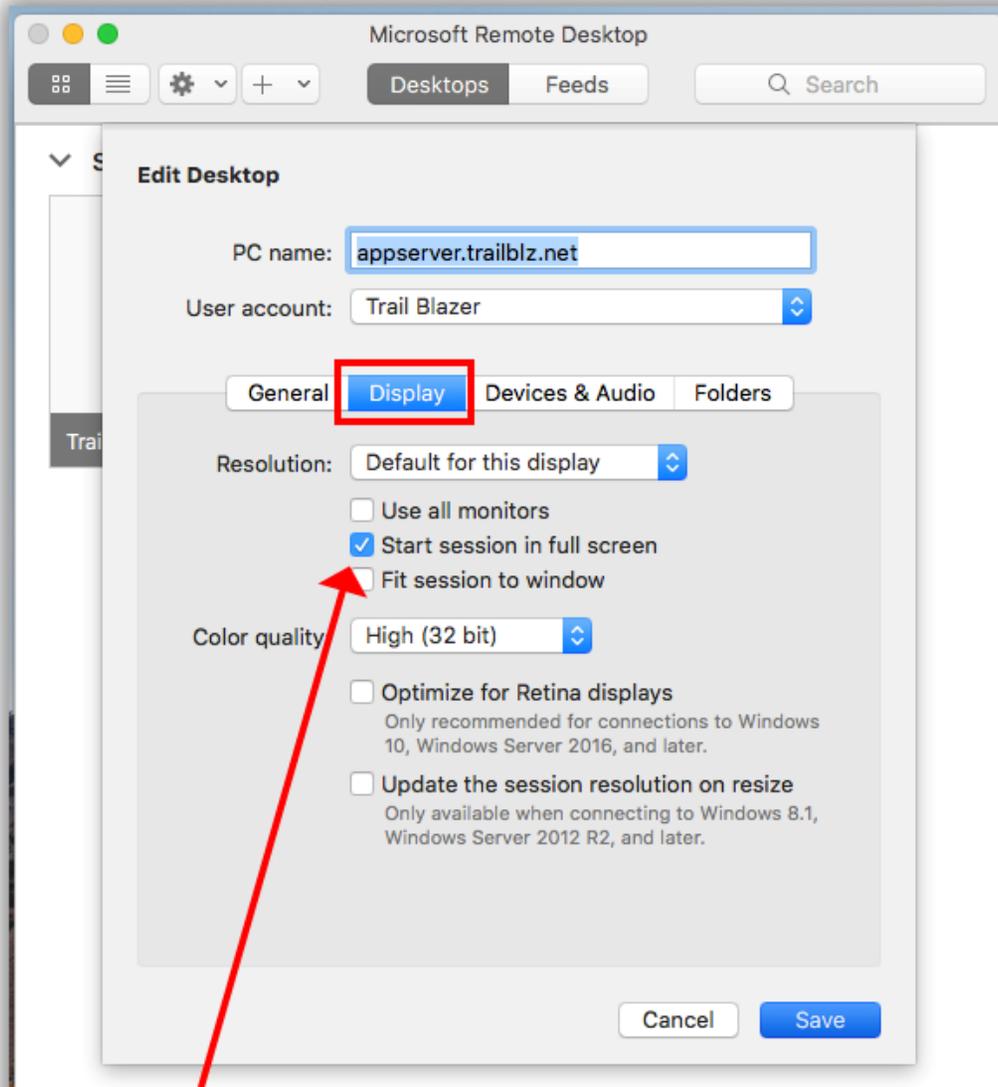
At this point you *could* select **[Add]** and you'll be ready to log into your database.

The next two sections show some **important** steps on configuring the RDP app for access to your **local printers** and **directories**. Configuring these two extra items now is advantageous as it allows you to do things like print, import/export spreadsheets, and upload images from your local Mac into your database (for things like email and letter templates).

However, you can always return to do this at a later point if preferred.

### #3 – Configuring your Connection for Access to your Local Printers and Directories (for Importing / Exporting Images and Spreadsheets)

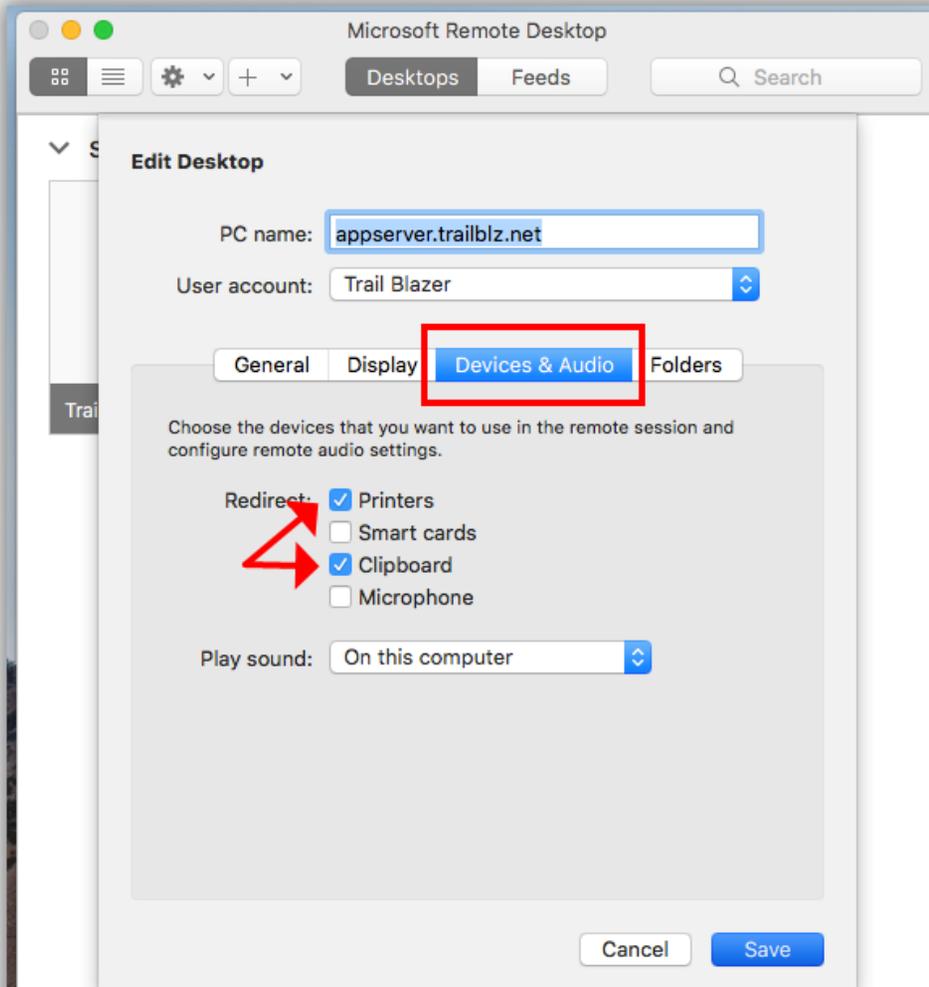
After completing the steps in section #1 and #2, you can navigate to the **Display** tab. It's a good idea to check the box for **Start session in full screen**. *If you have multiple computer monitors and/or different sized monitors, you can adjust these settings under this tab as well (such as the resolution). The majority of the time you will just leave these settings as the **defaults**.*



**It's a good idea to have this setting checked so that Trail Blazer properly displays in full screen after first logging in.**

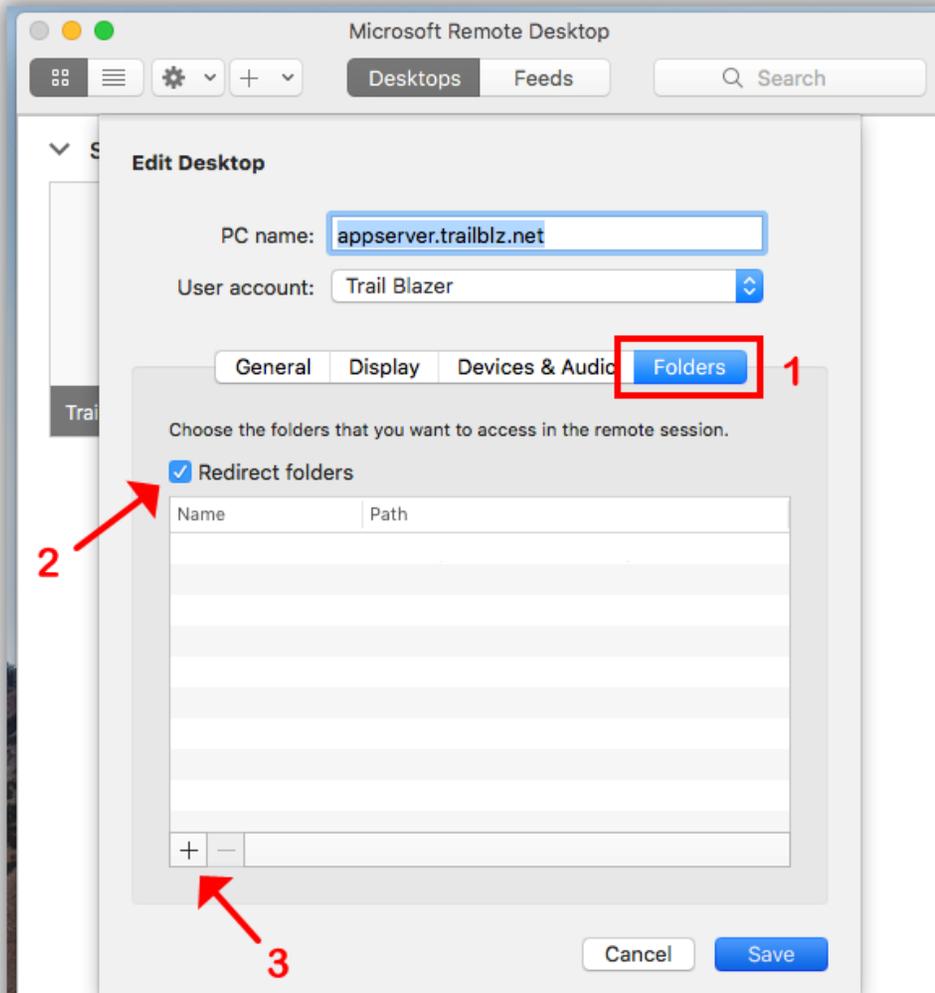
Navigate to the **Devices & Audio** tab and check the boxes next to **Printers** and **Clipboard**. This will allow you to **copy-and-paste** from your local Mac to the remote desktop and to **print** from RDP to your local printers.

## configuring the remote desktop app for access to your local printer(s) and clipboard



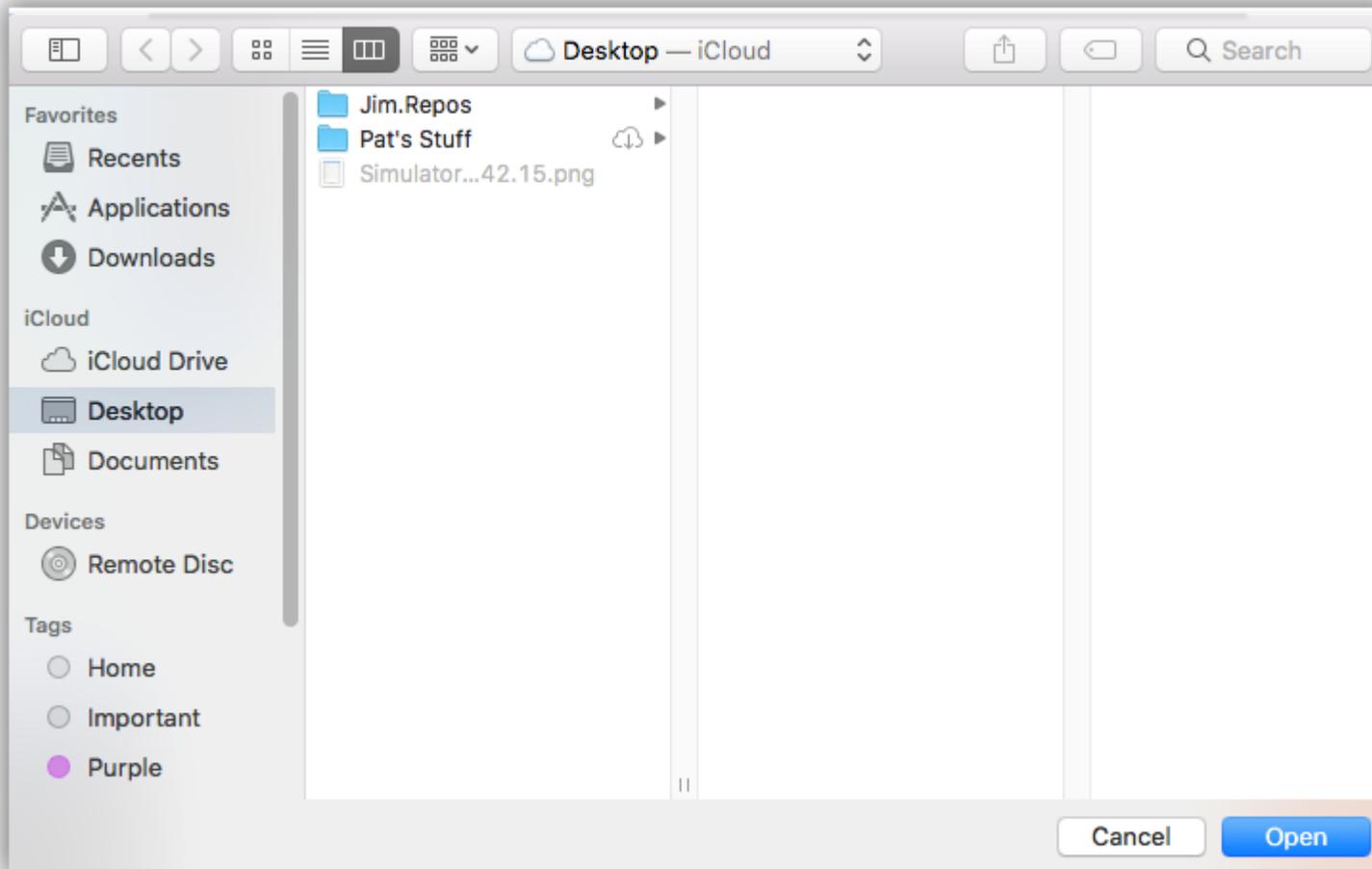
The final configuration steps (which are very **important**) will be to navigate to the **Folders** tab > check the box next to **Redirect folders** > and click the **[+]** in the lower-left.

## configuring the rdp for access to your local mac directories for importing/exporting purposes



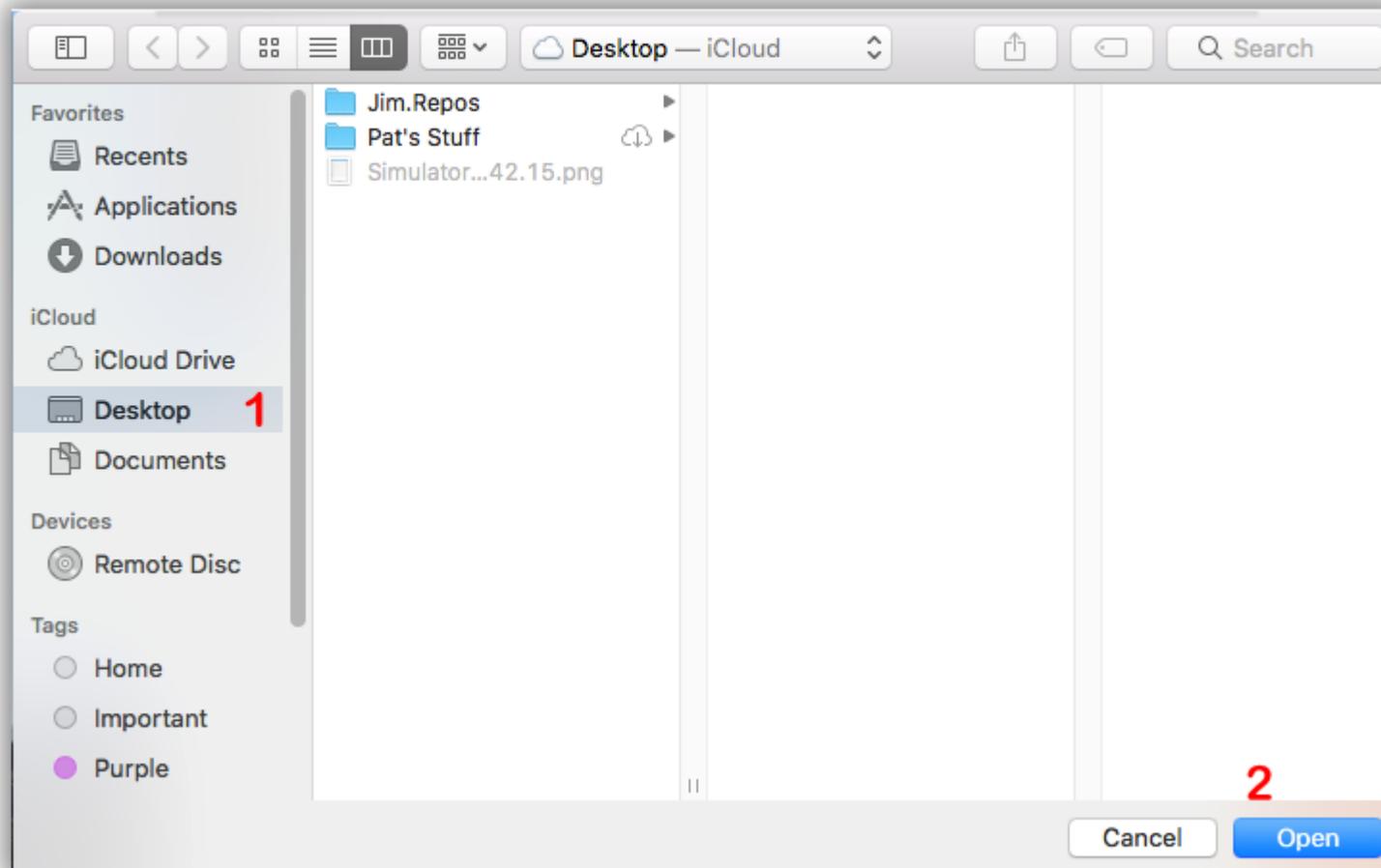
This will open up a file directory for your local machine (*example below*).

## example: browsing a local mac for directories



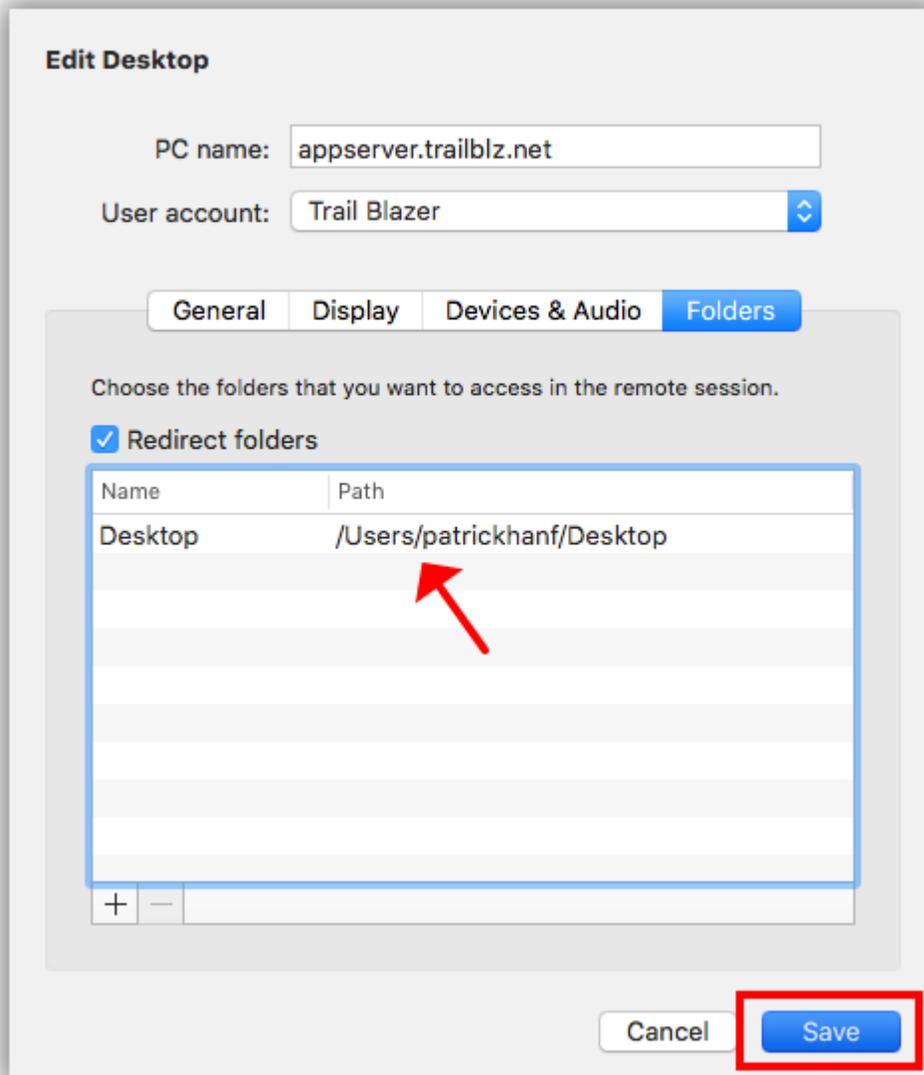
Browse for and select the area on your machine that you want to provide access to and from the remote desktop (a popular choice would be Desktop, as shown below).

**browse for and select the area on your local mac that you want to map the remote desktop to (for import/exporting purposes) - my example is below**



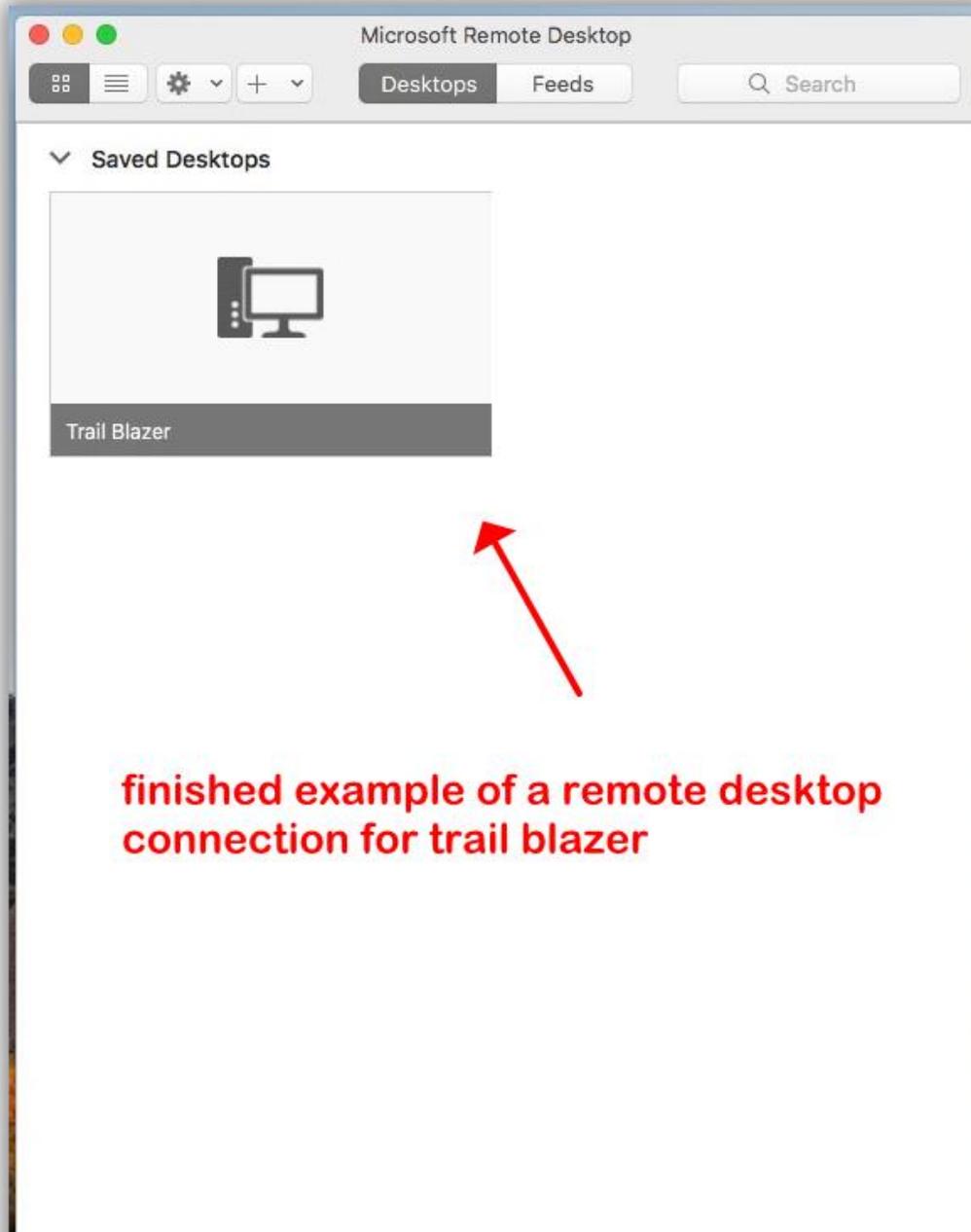
After you browse for and select your local directory, you can click **[Open]** in the lower-right (*shown above*), and then click **[Save]** to finish. *My example is below.*

## example of a mapped directory



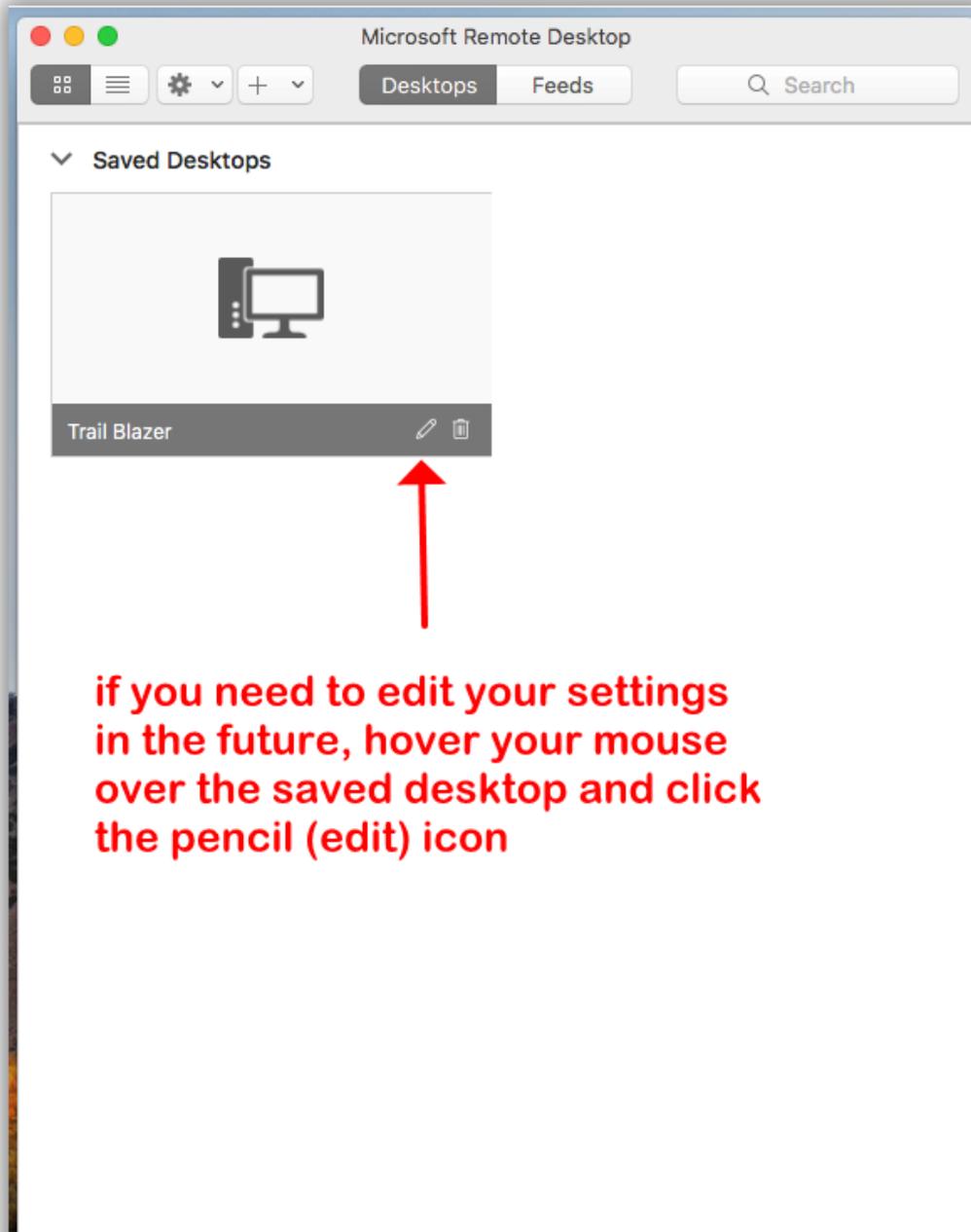
If everything looks good, click **[Save]** in the **lower-right** to finish configuring your remote desktop connection (*shown in the screenshot above*).

After saving, you'll be brought back to the main login screen of the Microsoft Remote Desktop 10 application where your new connection will display. My finished *example* is below.



**finished example of a remote desktop connection for trail blazer**

You can always return back to edit these settings in the future if needed. To do this, **hover** your mouse cursor over your **saved desktop** and select the **pencil (edit)** icon.



**if you need to edit your settings  
in the future, hover your mouse  
over the saved desktop and click  
the pencil (edit) icon**

Continue on to section #4 to learn the best practices for **logging into and out** of your remote desktop connection, and how to **export** and **print**.

## #4 – Logging In and Out of your Remote Desktop, Printing, and Exporting

The final section covers the **log in and log out** process, and how to run a **print** and **export** from the Remote Desktop to your local machine.

 **Tip:** to make logging in and out easier in the future, **keep** the Remote Desktop application in your **dock** (shown below in two steps).

Step 1 – Right-click on the Orange Remote Desktop 10 Icon

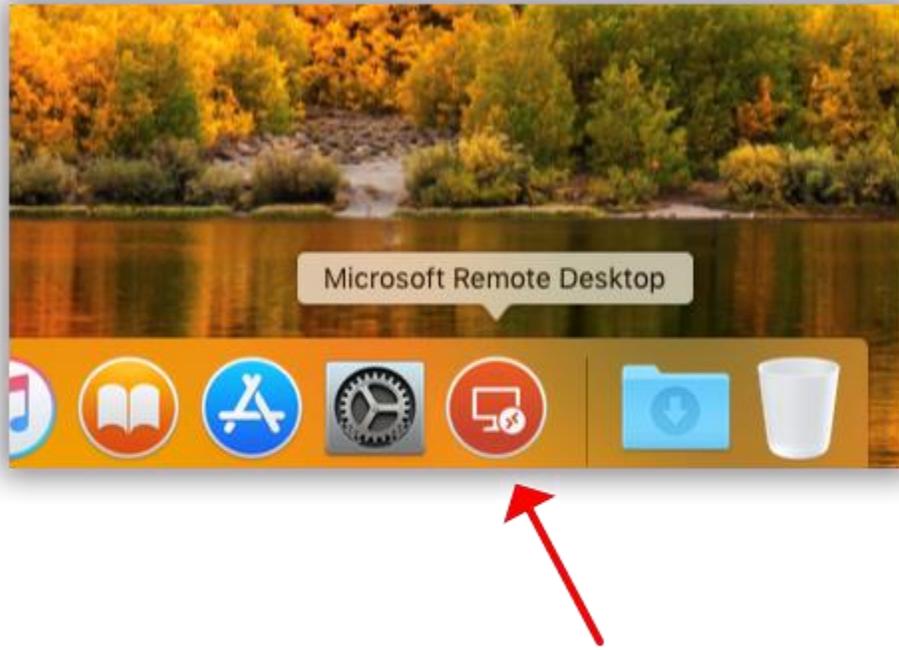


**right-click on the application icon**

Step 2 – Select Options > Keep in Dock

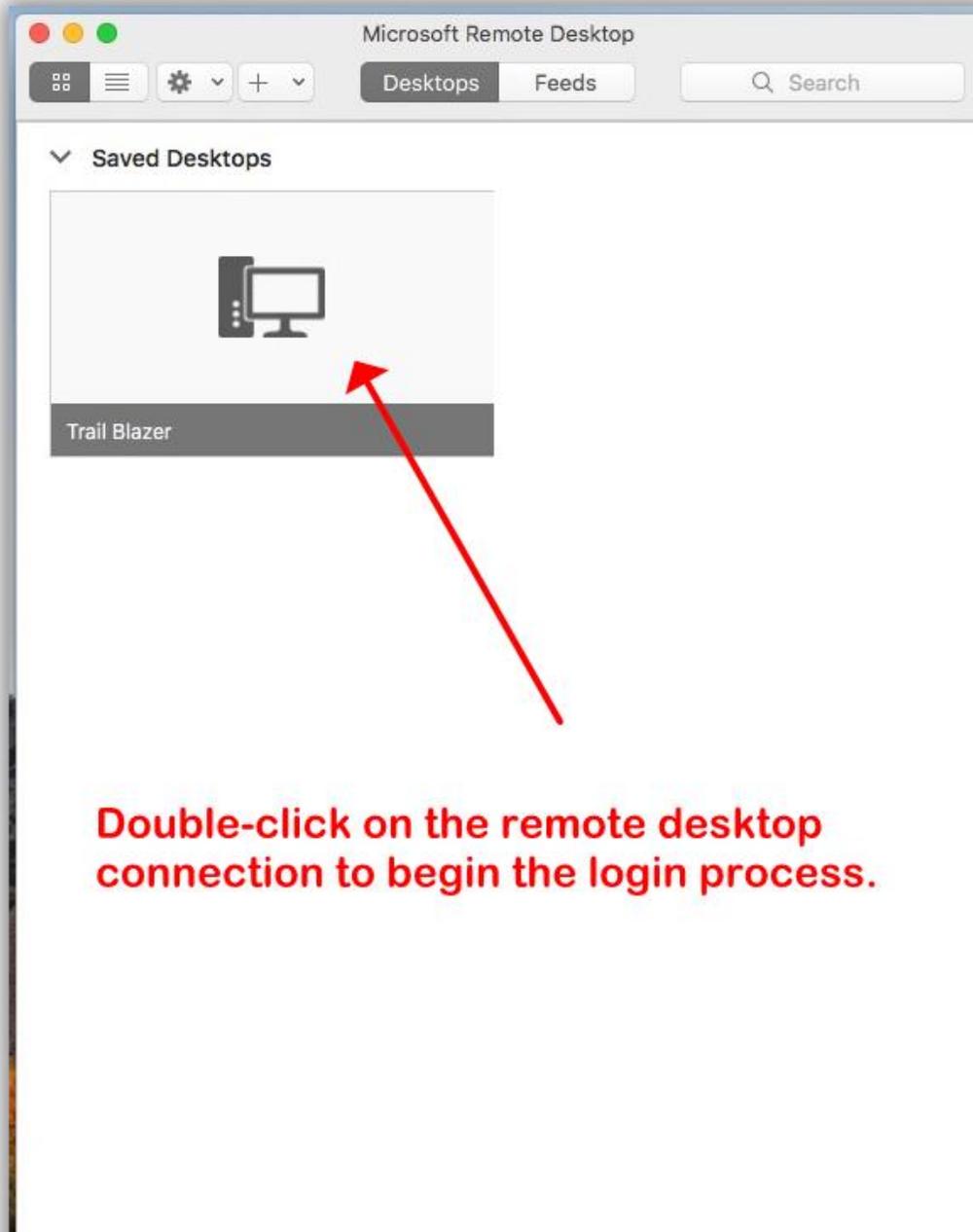


To log in, **launch** the Remote Desktop 10 application (either by using the Spotlight search in the top-right of your Mac’s desktop, or by **clicking** the orange icon from the dock). *The more common method is to launch the application from your dock, as shown below.*



**Launch the Remote Desktop 10 application by clicking on it.**

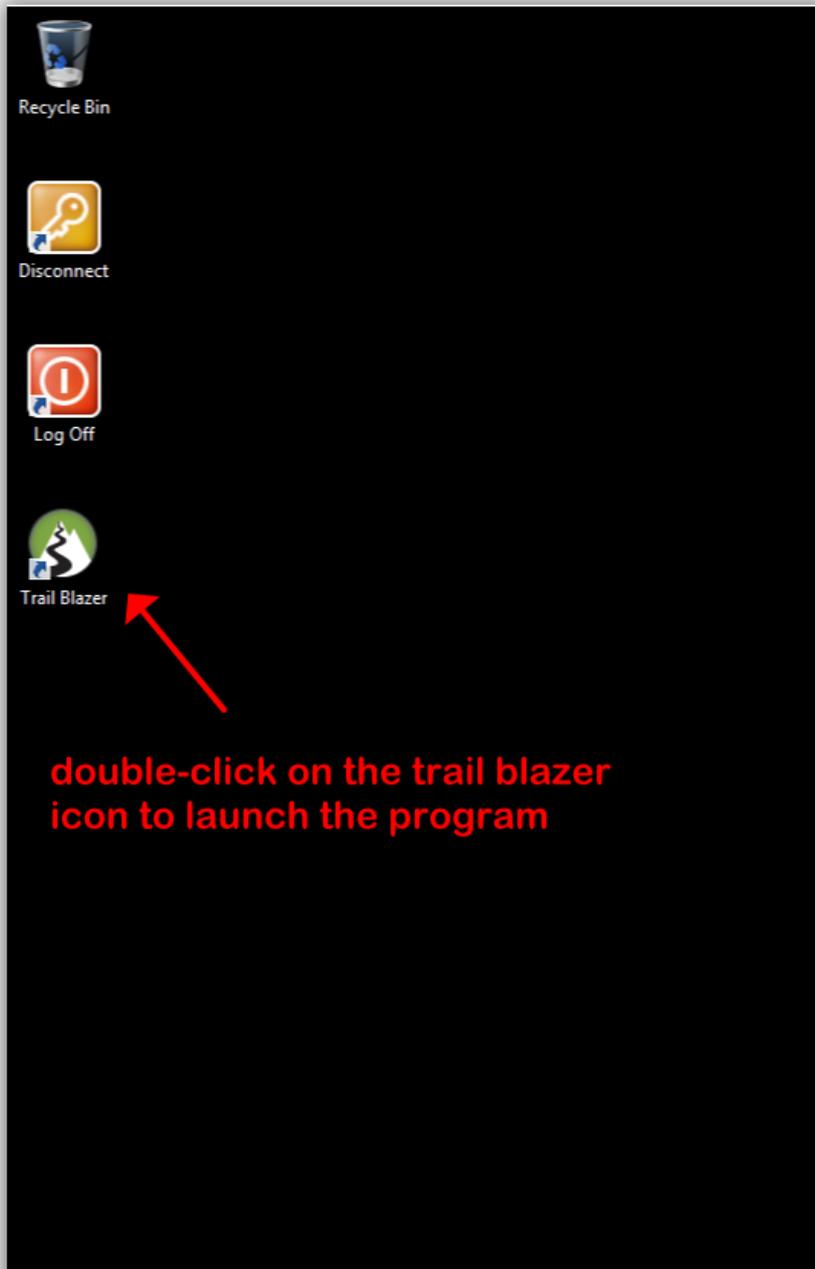
**Double-click** on the Trail Blazer remote desktop (created in section #1). *My example is below.*



**Double-click on the remote desktop connection to begin the login process.**

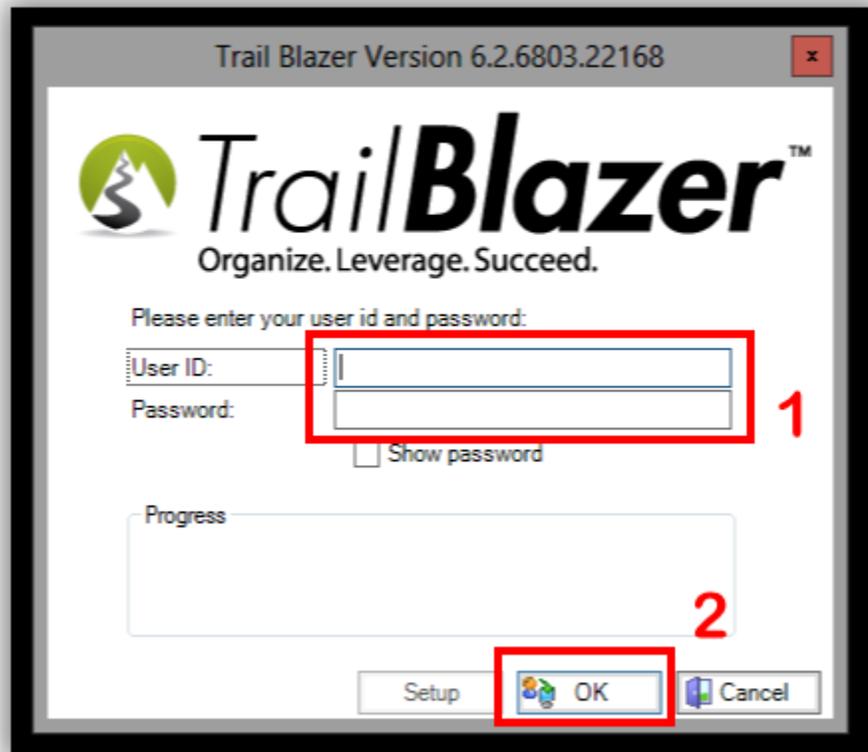
The first time you log in you *may* get a prompt asking you to ‘forward your printers and clipboard’ to the remote desktop. If you get this you can check the box for “don’t show me this again” and continue.

You’ll be brought to the remote desktop home screen where you can double-click on the **Trail Blazer** icon to launch the program.



That will bring up the login screen where you'll enter your *unique* **username** and **password** for your database and then click **[OK]**.

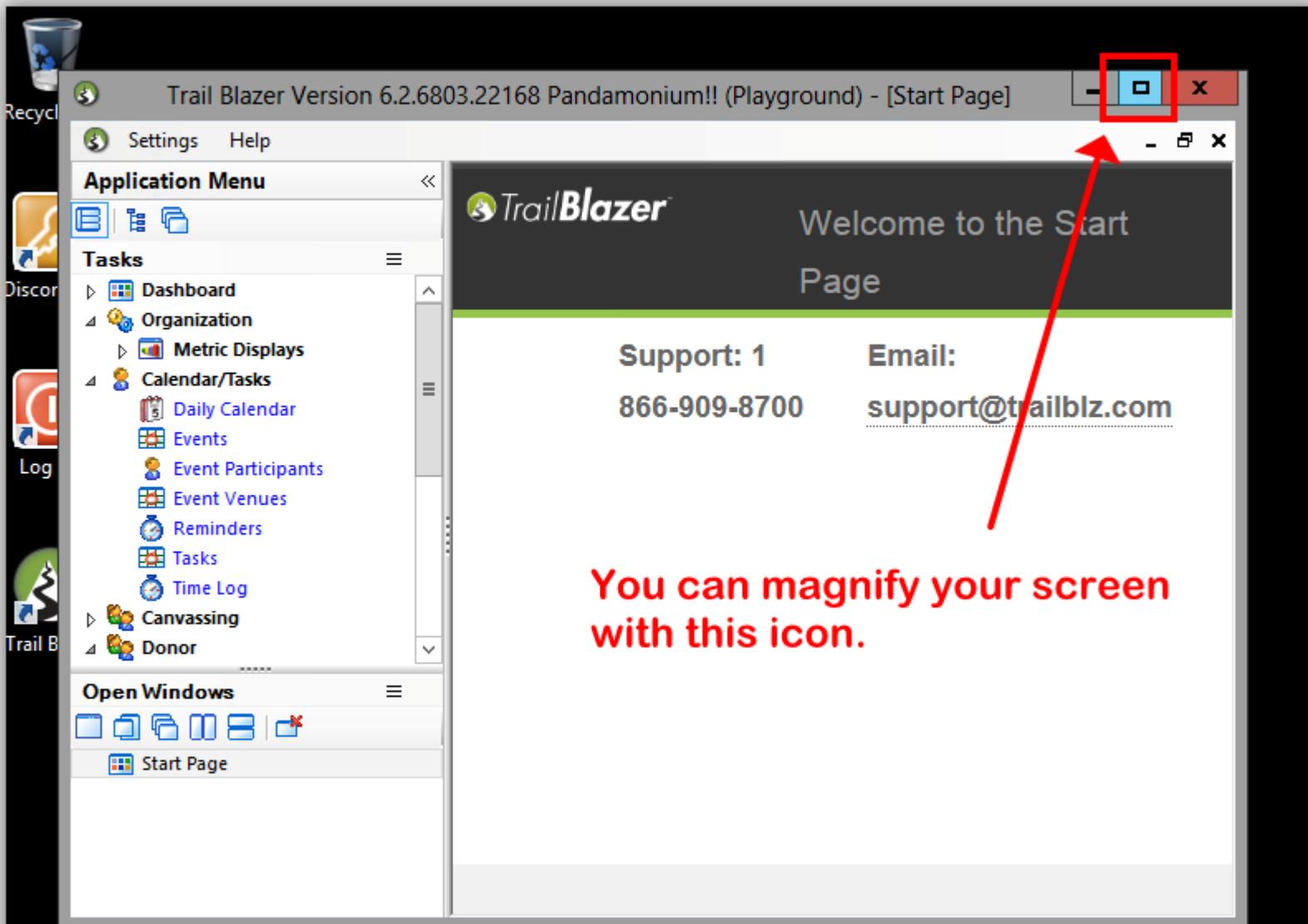
**Enter your unique credentials and click [OK].**



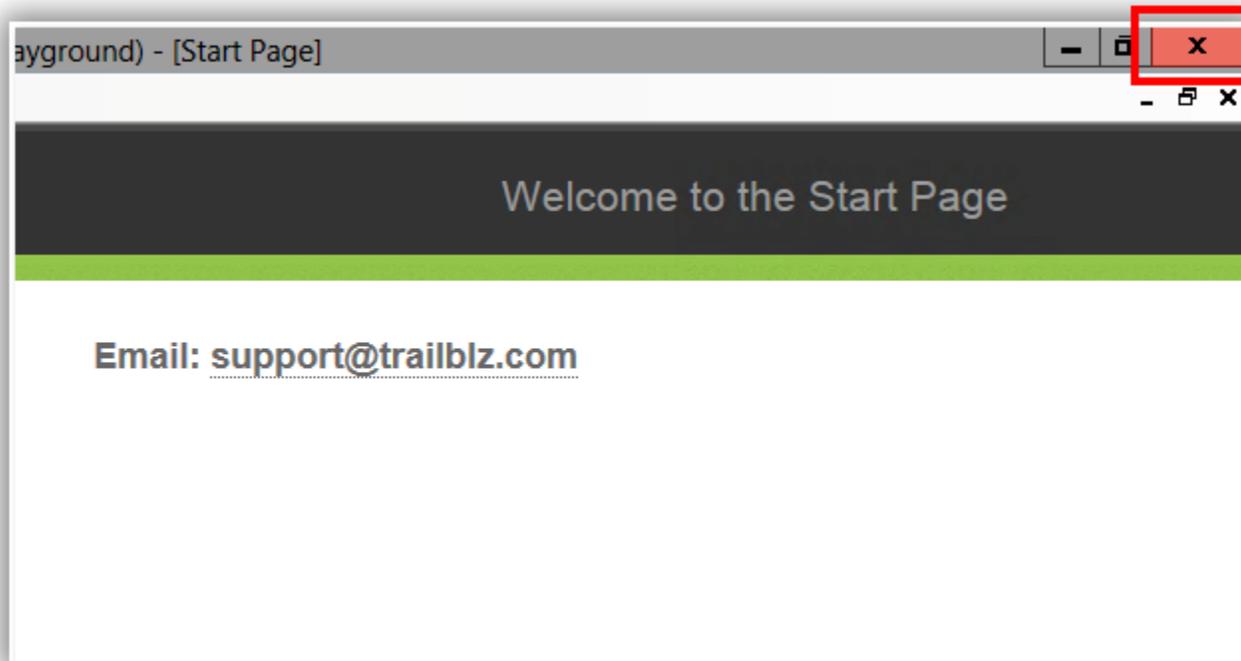
This will log in you into the application where the first thing you'll see is the Start Page (this keeps you up to date on what's changing with the software). *If your screen is small, you can click the magnify button in the top-right of the application.*



**When you first log in you'll be brought to the Start Page which keeps you up to date on what's happening at Trail Blazer.**

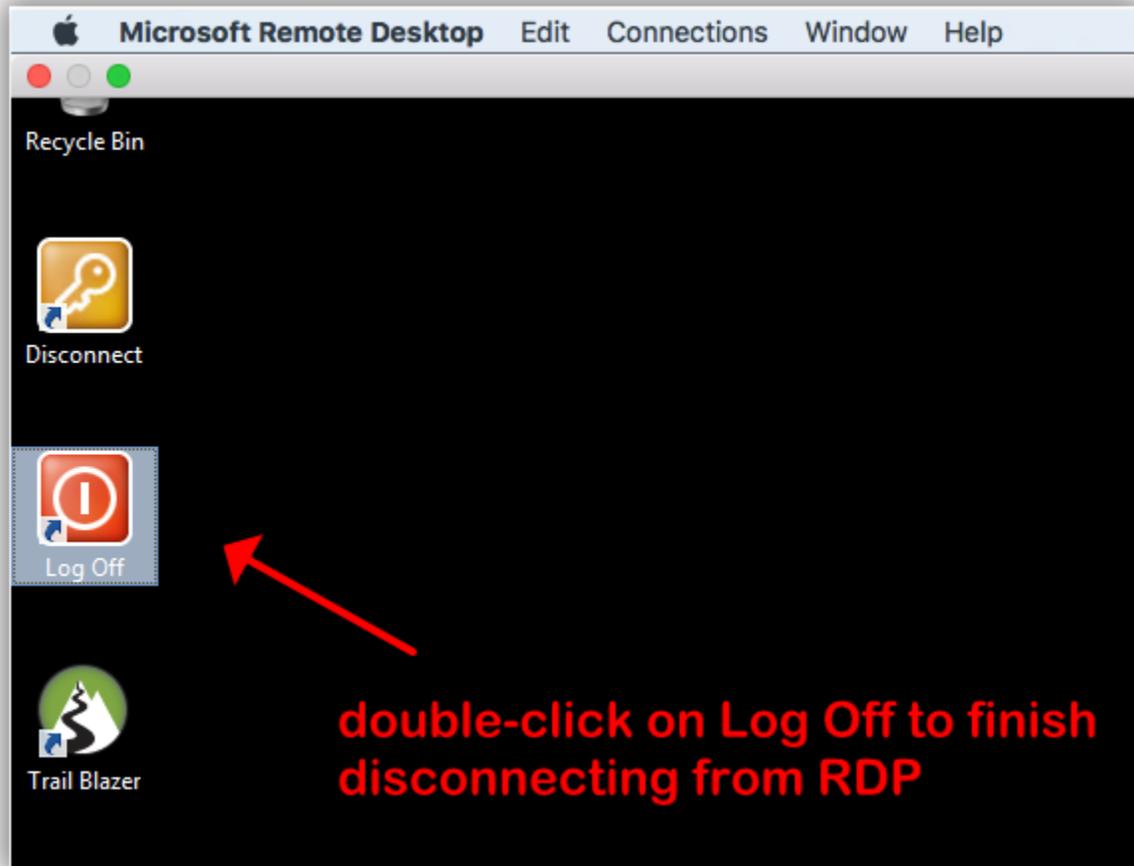


To **close** out of the system when you're done working you'll click the red [X] in the top-right.



You'll be prompted with a warning which you can click [OK] on.

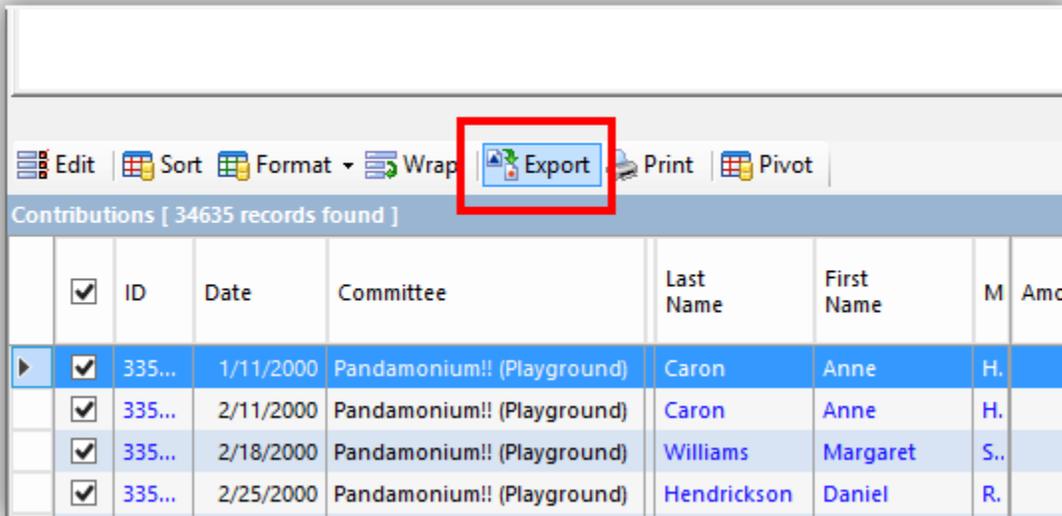
Once the database is closed you'll want to double-click on the **[Log Off]** button on the desktop.



This will complete the full disconnect from your remote desktop (which is important for all users to do when they're finished working).

If you need to run an export on RDP to your local machine you'll start by running your search for the records you want to export and then click the **[Export]** button. Ex:

## example export

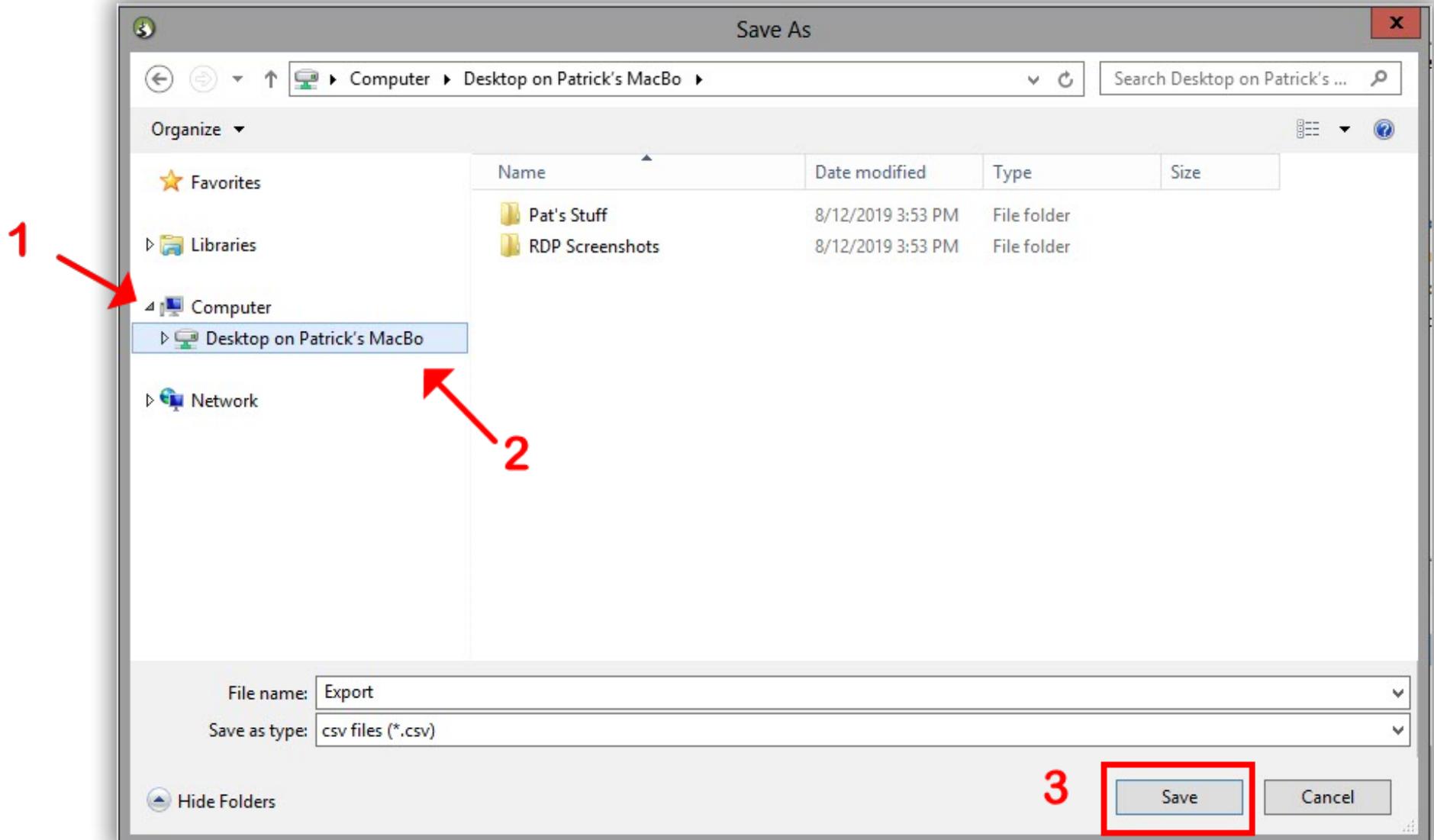


The screenshot shows a web application interface with a table of contributions. The table has columns for ID, Date, Committee, Last Name, First Name, M, and Amo. The 'Export' button in the top toolbar is highlighted with a red box.

	<input checked="" type="checkbox"/>	ID	Date	Committee	Last Name	First Name	M	Amo
▶	<input checked="" type="checkbox"/>	335...	1/11/2000	Pandamonium!! (Playground)	Caron	Anne	H.	
	<input checked="" type="checkbox"/>	335...	2/11/2000	Pandamonium!! (Playground)	Caron	Anne	H.	
	<input checked="" type="checkbox"/>	335...	2/18/2000	Pandamonium!! (Playground)	Williams	Margaret	S..	
	<input checked="" type="checkbox"/>	335...	2/25/2000	Pandamonium!! (Playground)	Hendrickson	Daniel	R.	

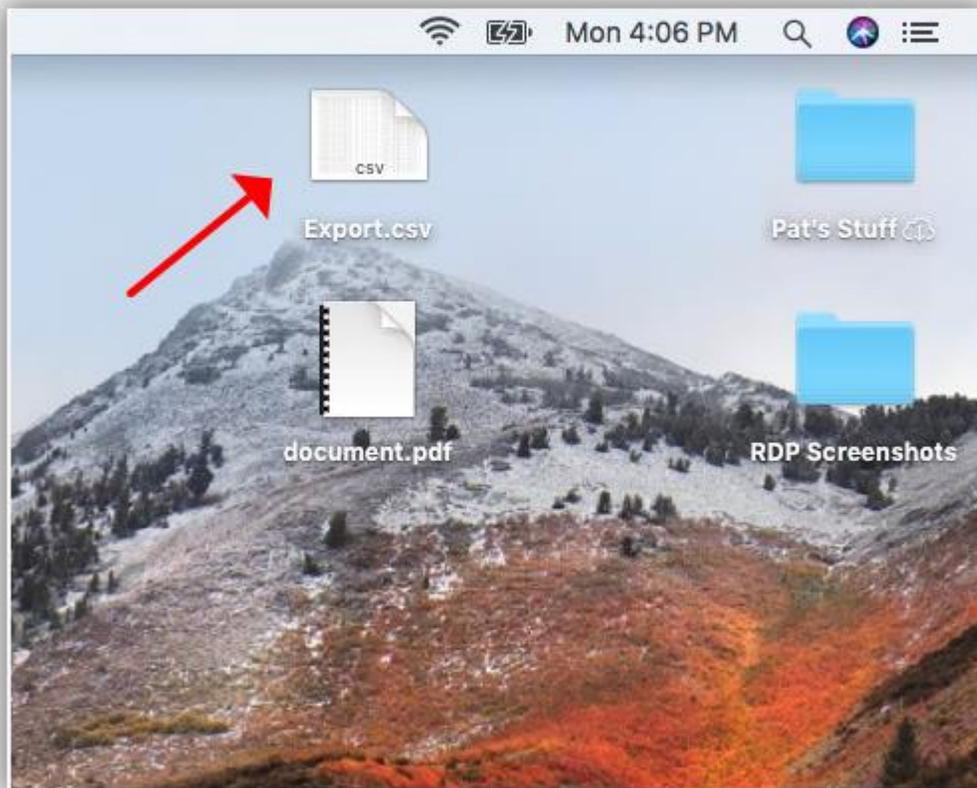
On the far left of the screen you'll need to expand the **Computer** drop-down and select the local Mac directory that you mapped previously. After you select where to export the file to you can click the **[Save]** button. My example is below where.

## example export on rdp



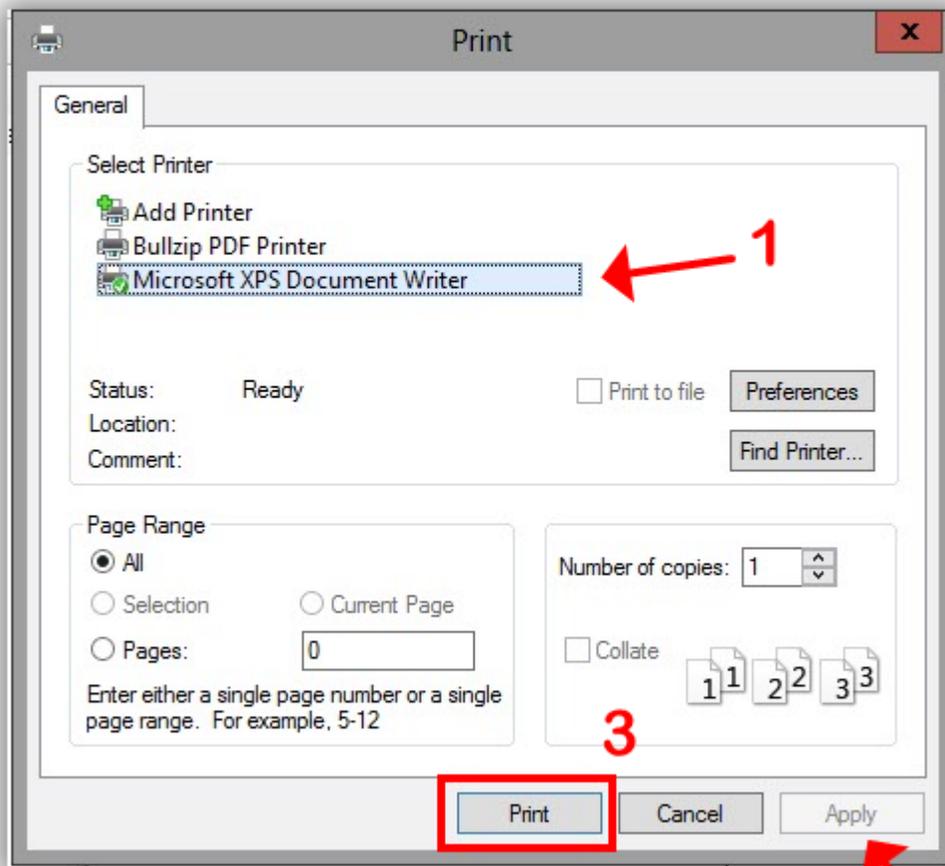
You'll get a prompt when the export is finished. You can then go to the location of where you ran your export (in my case it was on the desktop of my Mac) and open the file in a program like Numbers or Excel to manipulate further. Ex:

## example completed exported from rdp to a local directory on a mac



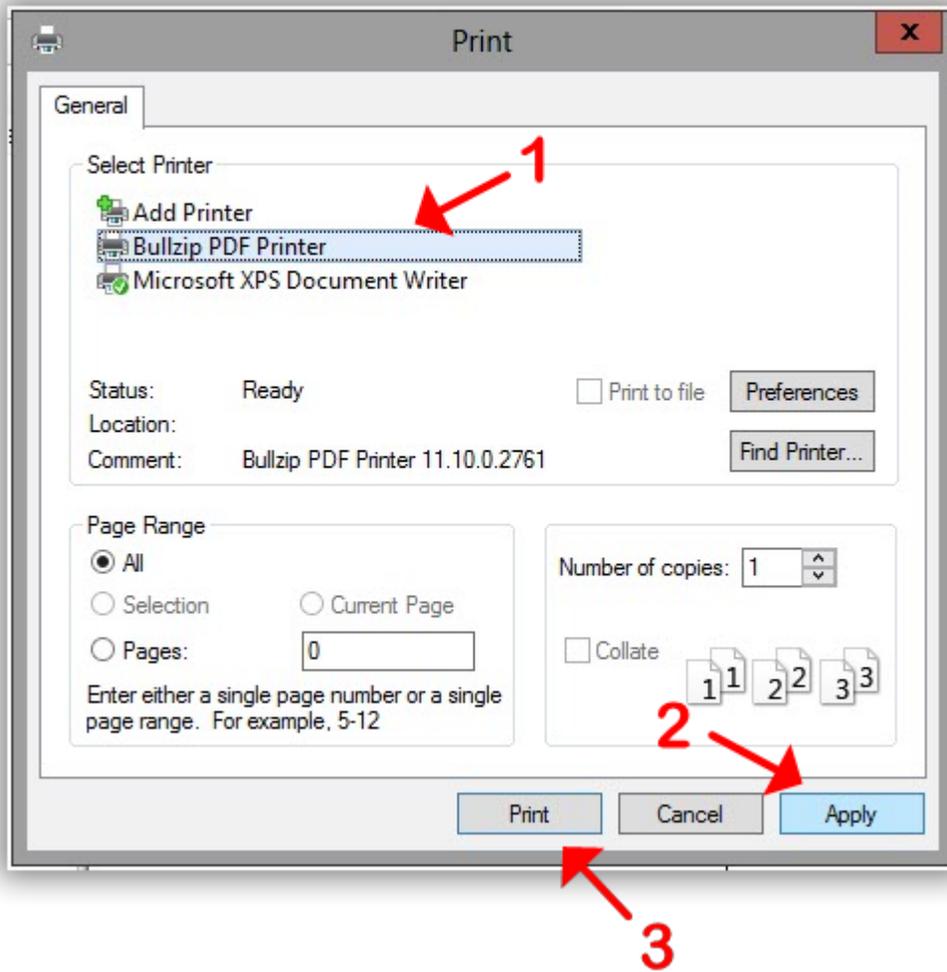
To print from RDP to your local printer, select what you want to print in TB and click the **[Print]** button. You *may* need to scroll left and right to find your local printer. Once you see the printer you want to print to, select it, click **[Apply]**, and then click **[Print]**. My *example* is below.

**example print from rdp to a local printer (if you don't see your printer, you may have to scroll left or right)**



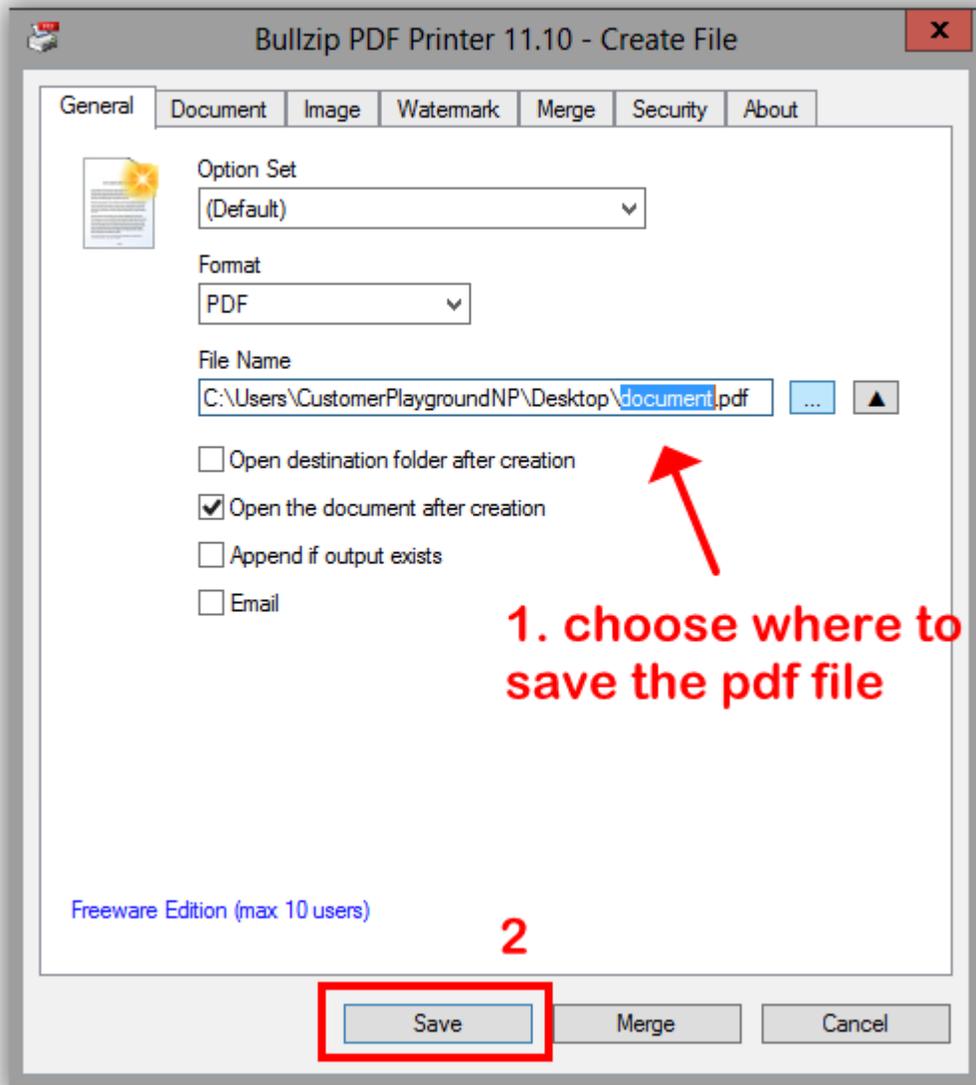
You can also print to a **PDF** printer and save the file(s) to your local machine for printing later (or for attaching to an email). Ex:

## printing to a pdf printer from rdp



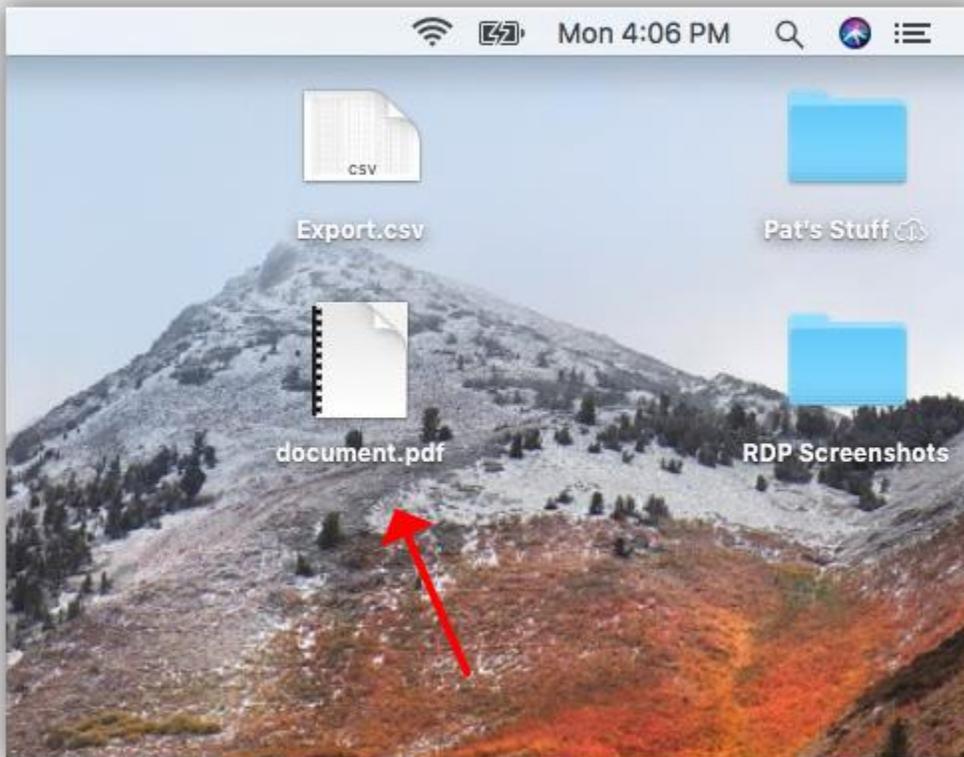
When printing as a PDF you'll give the file a name, browse to where you want the file, saved and then click **[Save]**. My *example* is below.

## example print to pdf from rdp



Example printed PDF after it was saved to the local desktop on my Mac:

## example pdf print saved to a local mac desktop



The help resources below provide quick links to a variety of similar resources.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## Related Resources

**Article:** [Adding a New Database User and Setting their Security Settings](#)

**Article:** [Exporting Data \(Spreadsheets\) to your Mac, from the Remote Desktop App – Mapping Directories](#)

**Article:** [Configure Microsoft Remote Desktop 8 – For Mac Users \(Logging into Trail Blazer on your mac\)](#)

**Video Playlist:** [Getting Started](#)

**Training:** [Free Trail Blazer Introduction Training \(for New Users\)](#)

**Download:** [Microsoft Remote Desktop 10](#)

**Download:** [Trail Blazer Mobile Base Camp \(iOS App\)](#)

**Download:** [Trail Blazer Mobile Base Camp \(Android App\)](#)

## Trail Blazer Live Support

📞 **Phone:** 1-866-909-8700

✉️ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. You can sign up other members on your team for the same training.*

*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive training classes.*

*\* This service is included in your contract.*